Zoom Specific Information

Access the primary guidance for video conferencing at http://bit.ly/OSDE-VideoConference.

Due to the concern for the protection of student data, Zoom has a privacy policy that was updated on March 18, 2020, specifically for K-12 Schools & Districts. Zoom also shares documentation related to FERPA compliance.

Zoom Best Practices

- Do not have students make individual Zoom accounts. They are able to join meetings without individual accounts.
- Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests. Information related to these options is shared below.
- Have another teacher or school employee act as a co-host. This allows them to be able to manage the waiting room, read student comments, and unmute students who have comments or questions.

Managing Participants

- **Sharing Links:** When sharing links to meetings, be cautious as to how the links are shared. If a link is shared on social media or in any other public manner, anyone is able to join your meeting. Links should only be shared with students through protected sources, such as through a Learning Management Systems (LMS) or email.
- **Locking a Meeting:** It is possible to lock a Zoom meeting once the meeting is started. No new participants are able to enter the meeting, even if they have the meeting ID.
  - This may not be feasible when meeting with students. Students who are not able to attend at the start of the meeting would miss the entire meeting.
  - One option is to utilize the Waiting Room feature. Once enabled, all participants who attempt to join the meeting have to be admitted individually or collectively.
- **Removing Participants:** If someone unwanted does enter your meeting or becomes disruptive, it is possible to remove them from the meeting. To do this, mouse over the person's name in the Participants Menu. Several options will be visible, one of which will be 'remove.'

- **Re-adding Participants:** By default, it is not possible for someone who has been removed from a meeting to rejoin the same meeting. If you wish to make this possible, you can change this in the settings menu.
  - This is helpful if you accidentally remove the wrong participant.
- **Muting Participants:** While you will sometimes want students able to talk freely, there are times when background noises can be distracting. For those times, it is possible to mute the entire group or individual participants. When creating a meeting, it is also possible to mute all participants upon entry if you know the group is going to be large. You can then mute or unmute individual participants as needed.
- **Meeting Passwords:** In order to limit those who can enter individual Zoom meetings, it is suggested to implement the meeting password option. This can be set in the general settings when creating a meeting. It is critical for meeting hosts to not share the meeting link and the meeting password at the same time.
- **Enable Entry Chime:** This allows you to be aware of new participants as they enter the meeting.

General Settings

- **Disabling Video:** It is possible for the meeting host to not only mute incoming participants but to also turn off a person's video. While it is important for students to see each other virtually to maintain a connection with classmates, there are times when it may be useful to block distracting, unwanted, or inappropriate actions or gestures on video. This is strongly suggested for liability purposes.
- **Chat Feature:** One feature of Zoom is the ability for participants to communicate with each other in the chat forum. Many times this is very useful. Other times it can become distracting because of comments being shared among users or participants are having private chats among themselves that may contain inappropriate content. It is strongly recommended to disable the private chat feature. This allows the participants to only chat directly with the host and not have personal, private chats.
  - It is recommended that Zoom Chats be saved in case there is any question as to what was shared in the meeting for liability purposes.
  - [How to save a Zoom Chat](#).

Please note that the guidance and resources provided in this document are NOT meant to be a directive or limitation, but rather a tool to support teachers and schools as they develop distance learning opportunities responsive to their local context and student needs.

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- **Screen Sharing:** Make sure to not allow anyone except for the host to share a screen. Be sure to check the general settings to see if this feature is allowed prior to hosting a meeting. This sets the disable feature as a default for future meetings. It is strongly recommended to make sure settings are implemented so that the host does not give up control of the screen. You are able to check this setting within a meeting by looking at the screen sharing tool at the bottom of a meeting. Under "Who can share?" choose "Only Host" and close the window.
- **Annotation Feature:** One of the best tools within Zoom is the annotation feature. This allows a host to not only share their own computer screen but to annotate on the screen to provide further clarity. It is possible to disable this feature so participants are unable to draw on screens during a meeting to protect against unwanted or inappropriate annotations.

Waiting Room Feature

One of the easiest ways to ensure only invited guests enter into a meeting is to use the Waiting Room feature. The Waiting Room is an area that stops your participants until you are ready to have them join the meeting. It is possible to see who is in the Waiting Room and then allow them all to enter at once or allow participants to enter one at a time. The Waiting Room is now a default setting for all meetings. Even though this is set as a standard default, it is still advisable to check this setting before hosting a meeting. For more information on using the Waiting Room feature, Zoom has created a video tutorial.

Recording Sessions

For multiple reasons, it is suggested that each Zoom meeting is recorded. This allows students who are unable to attend a live meeting the opportunity to watch a meeting later. It also is a protective step for teachers. If students or parents feel uncomfortable with the information shared or something questionable occurs during the meeting, it is possible to use the recording for liability purposes. Hosts can choose to enable recording as a part of creating a meeting or can enable recording inside the meeting space once a meeting has started.

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