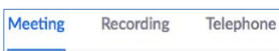
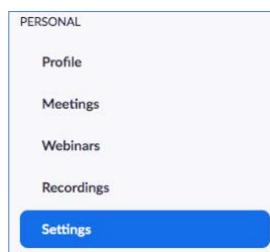


- Do not record classroom sessions or meetings with students. (There may be some exceptions – please talk with your supervisor). Do encourage and expect that your students adhere to this guideline as well.
  - It is permissible for you to video-record yourself covering lesson content and to make that content available to students, but you should not record students.
  - Do not record video meetings with other employees.
- Do not share screenshots of video meeting participants or post them on social media, and teach this expectation to students as well. This goes for both classroom meetings and staff meetings.
- Be aware of what is in your camera background. Project a professional image.
- Close all unnecessary windows before sharing your desktop.
- Use one-on-one video conferencing with students only when there is a clear educational purpose and necessity. Examples include conferring with a student during office hours, or providing special education or other student services for which one-on-one communication is required. Do transparently communicate with a student's parent when using one-on-one video conferencing, just as you would for texting or emailing.
- Do not make meetings publicly accessible.
- Conduct video conferences during school hours.
- Students from outside of our district should not be allowed to join a video conference.
- The host (teacher) must always be the last person to hang up and end the video conference.
- Be explicit with students about behavior and expectations on video conferencing.
- If there are students who join the group who are not dressed appropriately, the teacher should stop the video conference and contact the student's parents.
  - For example:
    - If a student joins the group with no shirt on, etc. Please avoid identifying the student or cause of the disruption to the rest of the attendees.
    - If a teacher witnesses something inappropriate in the background, the video conference should be stopped immediately and the parent should be called. Please avoid identifying the student or cause of the disruption to the rest of the attendees.
- Accept software update prompts from Zoom. We want to be on the forefront of updates Zoom is actively pushing out to address any issues or vulnerabilities.

## PERSONAL - Settings

These settings will apply to all your meetings when scheduled



Remember to save your settings when prompted

- Participants video
- Join before host
- Use Personal Meeting ID (PMI) when scheduling a meeting
- Mute participants upon entry
- Allow Host to put attendee on hold
- Screen sharing
- Who can share?
  - Host Only

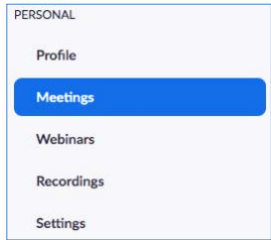
- Waiting room



Remember to save your settings when prompted

- Local recording 
  - Hosts can give participants the permission to record locally
- Automatic recording

## PERSONAL – Meetings



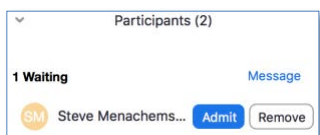
- Meeting ID – Generate Automatically 
  - Avoid using your **Personal Meeting ID** to host events. Your PMI is basically one continuous meeting and you don't want anyone crashing your personal virtual space after your meeting is over.
- Meeting password – Require meeting password
- Video
  - Host  on  off
  - Participant  on  off
- Mute Options
  - Mute participant upon entry
  - Enable **Waiting Room**

Remember to save your settings

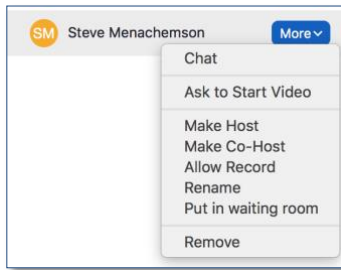
## TIPS



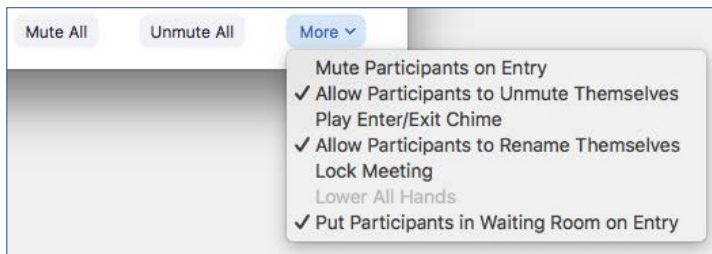
- When others join your meeting, you will be able to see these participants by selecting the **Manage Participants** icon
- Participants will observe a message on their screen that states
  - **Please wait, the meeting host will let you in soon**



- On the right side of your screen you will notice the Participants pane, select **Admit** for each participant you would like to permit to join your meeting



- Selecting the **More** button provides you with several options to control a specific participant
  - The **Remove** option and the **Put in waiting room** option are available actions as well as the option to **Make Host** or **Co-Host**



- In the bottom right hand corner of the window you will have several additional options
- The **Mute All** option will allow you to mute all participants. When you do, you will be presented with an option to allow participants to unmute themselves. Unchecking this box before selecting **Continue** will prevent participants from unmuting themselves
- When selecting **More**, you will observe similar options.
- **Lock Meeting**. When this option is selected, no new attendees will be able to join the meeting

Note:

- For additional information please refer to [this Zoom Blog](#)
- Some settings may appear differently or not be available depending on whether you have the Basic or Licensed subscription
- Zoom FERPA compliance information is located [here](#)
- Zoom HIPPA compliance information is located [here](#)