Zoom Precautions for Faculty

Maintaining privacy for your students and yourself are important as we embark on this new journey in education is critically important. In addition, wherever possible, we want to prevent our students from being harassed online. If you follow the directions below, you are much less likely to have issues within your Zoom meetings.

General precautions for everyone

1. Do not post meeting or lecture links in a public forum. Send it only to the specific people invited to the meeting.
2. Ask your students not to share the meeting links with others.
3. Use your settings wisely. The important settings that will protect your Zoom from interference are listed below. We encourage you make these adjustments in your settings. In addition, there is a video below to help you make these adjustments.
4. Don’t click on links in the Zoom chat from anyone you don’t know, and encourage your students to do the same. If at all possible, don’t send links through chat at all. Send them to your students in an email beforehand.
5. Warn your students that anything they post in private chat becomes a part of the saved chat transcript that the meeting host receives at the end of the meeting.

Meeting host settings

Use these settings to be sure you retain control of a meeting. When you go into settings from ConferZoom.org, these options will appear. We are moving down the list of settings as we go through these settings below.

1. Zoom recommends for your and your participants safety that you allow Zoom to generate a meeting ID for scheduled meetings instead of using your personal meeting ID. Change that setting here.

   ![Use Personal Meeting ID (PMI) when scheduling a meeting](#)
   
   Use Personal Meeting ID (PMI) when scheduling a meeting
   You can visit Personal Meeting Room to change your Personal Meeting settings.

   ![Use Personal Meeting ID (PMI) when starting an instant meeting](#)

2. You can also require a password to get into your meetings. No one will be allowed in who does not have a meeting. For this to be effective, you need to ask your participants not to share this information.
3. While chat can be handy while you lecture, you can avoid issues that come up in chat by turning this feature off. Determine what works best for your class and warn students that the host gets a copy of all chat, private or not when the meeting is over if you choose to keep this feature enabled.

4. File transfers can be used to send documents to your students but you can turn this feature off if you want to avoid any security issues that might come from someone sending files through chat.

5. Eliminating the ability for participants to share their screen will reduce risk of students or others causing a disturbance in class.
6. Allowing participants to annotate the whiteboard or other documents also presents the possibility of students or others causing a disturbance. Use these tools if you need them, but knowing where to turn off the ability for others to use them can be helpful if you have problems.

7. Allow participants to rejoin- this should be turned off in almost every instance. If you remove a participant there is probably not a good reason to allow them to rejoin.

8. If someone causes a disturbance in your class, you can mute all participants and then take a way the ability for participants to unmute themselves. This is a two step process. Click on manage participants and this screen will pop up.
You can see the option to mute all directly above. Then click more and turn off the option that allows participants to unmute themselves.

9. Lock meeting. A more extreme measure is also see from the manage participants screen above. If you have had issues with participants causing trouble, or you just want to ensure that no one comes into your meeting that you don’t want there, go to the more tab above in the manage participants window and select lock meeting. No one will be able to enter the meeting from that point on.

**** FERPA requirements. Please review this information from @One Education regarding our requirements in terms of our students privacy when using Zoom.

https://onlinenetworkofeducators.org/2020/04/03/guidance-for-recording-zoom/