Zoom and Security
The Power of Connectivity
Agenda

Educators
- Tips and Tricks
- Managing a Class over DL - Settings
- Engaging a Class over DL
- Setting Up Your Laptop as Your Classroom
- Creating Experiences for Your Students

Administrators
- In-Meeting Security and Controls
- Tips and Tricks
- Privacy
- Zoom Support

Q&A
Educators

Securing your Space
Zoom Security Response

Privacy Resources

Zoom’s Privacy Policy

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices

Protecting Student Privacy While Using Online Educational Services: Model Terms of Service

FAQ on Photos and Video under FERPA
Zoom Settings – Do's and Don'ts

DON'T put the link to your meeting room out on a public social media accounts or pages where anyone can access.

DO disable private chat – ensure students focus on the lesson at hand by limiting or disabling students’ ability to chat amongst one another while a meeting is in session.

DON'T let attendees enter your room before you do – make sure your "Enable join before host" is turned off.

DO pre-set your meetings to mute participant’s microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
Tips and Tricks

Starting a Class

Schedule your class in the Zoom application for your desired date/time and copy the invitation details to send to your students.

Create a secure access link within your classroom portals

Decide if a **Personal Meeting ID or Random Meeting ID** is right for your situation

Work with your administrative teams to determine the best approach to access

*Students will not need to register for an account to join.

Join your class a couple minutes early to ensure a proper connection and to test your audio and video
Prevent Unwanted Zoom Meeting Interactions

- **Turn off annotation** - You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens during white board screen sharing.

- **Disable private chat** - This prevents anyone from getting unwanted messages during the meeting.

- **Enable the Waiting Room feature** - Waiting Room is a virtual staging area that stops your guests from joining until you’re ready for them.

- **Set up two-factor authentication** - Generate a random Meeting ID when scheduling your event and require a password to join.
Prevent Unwanted Zoom Meeting Interactions

- **Manage screen sharing** – prevent participants from screen sharing during a call

- **Allow only signed-in users to join** - If someone tries to join your event and isn’t logged into Zoom with the email they were invited through, they will receive an error message

- **Mute participants** - Hosts can mute/unmute individual participants or all of them at once.

- **Turn off file transfer** - Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.

- **Lock the meeting** - When you lock a Zoom Meeting that’s already started, no new participants can join, even if they have the meeting ID and password (if you have required one).
In Meeting Security and Controls

The meeting host has a variety of controls they can use to secure their meeting -
https://support.zoom.us/hc/en-us/articles/115005759423

- Lock the Meeting
- Expel a Participant
- Prevent Participants from Screen Sharing
- Attendee On-Hold
- Disabling Video
- Mute participants or Mute All
PRO TIP: Master the Security Menu

Zoom now puts all your essential security options in a single button, right in the in-meeting menu. Under this menu you’ll be able to lock your meeting and prevent any new participants from joining. You’ll also be able to enable Waiting Room to help manage new meeting participants and be able to control any sharing and chat permissions of individuals and all attendees.

Lock the Meeting
Once all your attendees have arrived, you can easily lock your meeting from the security menu, preventing any additional attendees from joining.

Enable Waiting Room
We’ve covered the Waiting Room in great detail already, but what if you forgot to activate it or want to turn it on mid-meeting? Now you can!

Manage Participants
In the following page, we’ll dive into all the ways you can manage your participants directly from the security menu, giving you total control.
Control Screen Sharing

Allowing participants to screen share in a meeting can be a great way to collaborate, but that can also leave you open to unwanted interruptions during larger meetings. Zoom gives you the ability to determine if you want other participants in the meeting to be able to share their screens, or if you want to be the only one with that ability. You can easily toggle this feature on and off from the screen sharing menu, as well as the security menu.
Disable Private Chat

In-meeting chat adds another dimension of collaboration to your meetings, creating a place for questions to be asked and fielded later, or for supplemental resources to be posted. But sometimes chat can become distracting or unproductive. In those cases, Zoom allows you to disable chat throughout your meeting.
Turn Off Annotation

Like screen sharing and in-meeting chat, annotation can be a great tool when you need it, but it can also be an opportunity for mischief when you don’t. To avoid unwanted annotation, Zoom allows you as the meeting host to remove all participants' ability to annotate during a screen share. You can disable this for the entire meeting, or just temporarily.
Mute Participants

We’ve all been in meetings where somebody forgets to mute, or their microphone picks up some background noise that interrupts the meeting. Zoom allows you to solve this problem with a simple button to mute all participants. For an added layer of security, you can also disable participant’s ability to unmute themselves. When you’re ready to make the meeting interactive again, you can simply hit the “Unmute All” button or allow participants to unmute themselves.
Make Someone a Co-Host

All the features we’ve covered so far are only accessible to meeting hosts, ensuring that hosts are the only ones with total control over a meeting. But what if you need a helping hand to manage all your participants? You can promote a trusted meeting attendee to Co-Host, allowing them many of the same privileges and control features available to the meeting host themselves. To learn about the difference between a host and co-host, view this support article.
Remove Participants

If you follow all the best practices in this guide, you should never find yourself in a meeting with an unwanted guest. But if you do need to remove an attendee from the meeting at any point, Zoom makes it easy to kick an unwanted participant out of the meeting. For additional security, you can also choose to not allow participants to rejoin once they’ve been removed.
Tips and Tricks

Get To Know Your Zoom Account

Familiarize yourself with your Zoom online portal, particularly the **Settings** portion, so that you can set up all your setting preferences before classes and meetings.
Engagement and Lessons
Setting up Your Laptop as Your Classroom

- Sharing Screen
- Whiteboard
Setting up Your Laptop as Your Classroom

- Chatting – dos and don’ts
- Recording

- Name and videos
- Polling
Ways to Use Zoom

- Broadcast morning announcements
- Weekly assignment overviews
- Checking in
- Record a lesson and share
- Class discussions
- Homework hour
- Questions and Answers
- Office hours with parents/students
- Collaborations
- Guest speakers
- Virtual content experiences
- More
**Tips and Tricks**

**Tips for Virtual Lessons**

- Set aside time to introduce your students to Zoom and ensure they’re able to connect their audio and video.

- Give an agenda or plan for each class by **Screen Sharing** a document or slide at the beginning of class.

- Discuss **online etiquette and expectations** of the students in your first virtual class and periodically revisit the topics.

- Utilize the **Whiteboard** or **Annotate** a shared document and let your students engage as well.

- Use the **Breakout Room** feature to divide students into pre-assigned or auto-assigned smaller groups for a discussion on a certain topic.

- Have students be the presenter and **Screen Share** their projects with the class.

- Consider **response tools** to assist with engagement.
Tips and Tricks
Teaching over Video – Delivery Best Practices

• **Look at the camera** to create eye contact with your students. This helps to create a more personal connection while teaching over video.

• **Speak as if you’re face-to-face** with the class while ensuring you’re at the appropriate distance from the microphone for the best audio experience.

• **Embrace the pause.** Take a moment after the end of your comments and allow for students to engage before continuing on.
Engagement over Distance Learning

Great Tools Built into Zoom for Engagement

- Attendee Attention Tracking
- Polling
- Breakout Rooms
- Non-Verbal Feedback
- Virtual Backgrounds
- Sharing a Screen
- Whiteboard
- Annotation
- Transcription of Meetings
- Chat
Connecting **Learners And Industry Professionals!**

Nepris connects educators with a vast network of industry professionals to engage students in their learning and prepare them for their future. Professionals now have the opportunity to share their skills and knowledge with learners to inspire the next generation of the workforce.

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**Learners**  
**Intermediaries**

[www.nepris.com](http://www.nepris.com)
Virtual Field Trips

www.cilc.org
Administrators
Privacy Tips

Best Practices for Protecting Student Privacy When Using Online Educational Services

- Maintain awareness of other relevant federal, state, or local laws.
- Be aware of which online educational services are currently being used in your institution.
- Have policies and procedures to evaluate and approve proposed online educational services.
- When possible, use a written contract or legal agreement.
- Extra steps are necessary when accepting Click-Wrap licenses for consumer apps.
- Be transparent with parents and students.
- Consider that parental consent may be appropriate.
Zoom Encryption

Be sure to obtain parental consent

- Zoom relies on you to obtain consent from parents for their children to use the Zoom services.

Supervised Account Creation

- The administrator should provision accounts for individual student users to ensure schools can maintain supervision and control over its student user accounts

MSI Option

- Account administrators can use tools to mass configure the Zoom desktop client with the appropriate user settings for the entire school account
  - Mac
  - Windows
Administrator’s Guide: Zoom

Only allow users to join meetings within your organization’s account
• If you issue student devices, you can lockdown the Zoom client to only allow users to join meetings from within your school’s account.

Require sign in to account to attend meetings
• If using a school email address, enabling this setting requires users to login securely, ensuring that each meeting participant is monitored and identified. Further details available here.

Meeting Registration
• Meeting hosts can ensure that only registered and approved participants can attend a meeting. Further details available here.

Disable Group Messaging account-wide or restrict student IM contacts
• You can restrict Group Chat and Instant Messaging or limit chat only to certain contacts such as Instructors or Counselors, restricting the possibility of students posting or disclosing any personal information to other students publicly. Instructions available here.
Zoom Help Center
Whether you’re looking for technical documentation or a one minute quick start video, the Zoom Help Center has you covered with thousands of resources that are updated daily, so you can get your questions answered and keep Zooming.

Visit the Help Center

Live/Recorded Trainings
Our Zoom experts host free and interactive live training webinars daily. Get up to speed on important topics in less than an hour. Just select the time zone that fits best for you when registering for one of our live training webinars.

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Zoom Blog
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https://blog.zoom.us/wordpress/
Q&A
Submit your questions in the chat box
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