

Zoom

Zoom is the District supported web conferencing software. It is cross platform and can work on just about any device.

Zoom is an evolving platform, and as we learn more about this software our recommendations and standards may be updated to better reflect the District's standards on security and etiquette within the classroom. Below is an overview of current teaching practices on how to use Zoom, the security protocols we have enabled on a District level, additional recommended settings, and a set of links to other resources.

Supported Devices:

- Mac and PC Computers
- Chromebooks
- Apple and Android Mobile Devices

IT has locked the follow options for all new Zoom meetings:

Note this list may change or be updated as additional security information comes to light.

- a. All meetings require a password.

Each meeting has a uniquely generated numeric password associated with it. This is enabled automatically and cannot be disabled. Staff have the option of changing this password in their meeting settings, to either be numeric or alpha-numeric. If a user joins a meeting via the meeting ID, the password will be required. If a user joins via a meeting link, they will instead be put into the waiting room to be admitted.

- b. All meetings use the "Wait Room" feature

When a user joins a meeting, they are automatically added to a wait room. This is enabled automatically and cannot be disabled. Users will not be able to join the meeting until the host admits them. This gives the staff member control over who can join the meeting, preventing unwanted guests ("Zoombombers") from joining. If needed, the staff member can put any participants back into the wait room.

- c. All participants are muted upon entry.

Users are able to unmute themselves once they join the meeting. However, if a staff member wishes they have the ability within their settings to control audio so that users cannot unmute themselves.

- d. Private chat is disabled.

Any chat that occurs inside of a zoom meeting will be visible by the host. Chat logs are not saved by default, but there is a setting that will allow staff to automatically save chats.

- e. Local recording has been disabled at the account level.

Local Recording was disabled to protect student information and data. For administrative purposes, cloud recording is available at the Director and Principal level.

- f. File Transfer

This feature was originally enabled by default. ASD has changed the default to disabled for their accounts. This prevents unwanted file sharing.

Recommended Additional Settings

These settings are not restricted by IT, but are additional security recommendations:

1. Enable Breakout rooms

Breakout rooms are available to all users. The setting is available next to the share screen option. This can be used instead of putting a user back in the waiting room (for example in the case of disruptive behavior)

2. Non-verbal feedback

Non-Verbal feedback is available to all users and on by default. Non-verbal feedback refers to using the “raise-hand” or the “yes”/“no” icons in the participant tab. This gives the staff member better control of the virtual classroom environment when large scale participation is needed.

How Students join Zoom Meetings:

1. If possible install the Zoom applications or mobile app. You can download the Zoom app from their [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.
2. Click the zoom link provided by your teacher
 - a. If you only have a meeting code then:
 - i. navigate to <https://zoom.us>
 - ii. Click the “Join Meeting”
3. Your browser will prompt you to open the Zoom application
4. You are ready to Zoom.

Zoom Meeting Etiquette

General Etiquette

- Password protect your Zoom meeting so that your classroom doesn't get “Zoombombed.”
- Make eye contact with individuals you are speaking to by looking into the camera, not at the projection screen.
- Show that you are listening to others by nodding your head and looking into the camera.
- Direct questions or comments to a particular student by stating their name to gain their attention.
- Avoid side conversations, shuffling paper, tapping pens, non-essential noise of any kind. This can be picked up very easily on microphones and makes it hard for the remote locations to hear the main conversation.
- Refrain from chewing gum, eating, and drinking.

Teaching Etiquette

- Arrive in the virtual space and local room (if that pertains) a few minutes early to test all video and audio connections.
- Mute your microphone when you are not speaking to students. Also, pre-set your meeting to mute participant's microphones upon entry and have students mute their microphones when

they are not speaking to avoid feedback. Learn how to pre-set your meeting to mute participant's microphones [here](#).

- Speak as you would in a traditional face-to-face class. Remember to reduce environmental noise by closing windows and doors, muting cell phones, turning off computer alert sounds, asking students to practice etiquette discussed previously and be aware of microphone placement to avoid accidentally bumping it or covering it with papers during your class.
- When delivering a presentation, sharing images, files or video, remember to allow for a potential 2-3 second transmission delay. This can also occur with audio. Pause after the end of your comments and allow time for students to respond before continuing to the next discussion or visual.
- Routinely check with students for questions and feedback.
- Take time to teach students to use the tools in Zoom. Teach them how to raise their hand, how to open the chat box to type a question, and how to share their screen with you if you are working one-on-one with a student around a particular problem. Note: you may want to turn off the private chat feature so students are not distracted by sending messages back and forth to one another. Learn how to do this here - [Tips and Tricks for Teachers Educating on Zoom](#).
- Most importantly, engage and have fun with your students! Just as you have missed them, they have missed you. Feel free to continue your school traditions of spirit days for your classrooms (ex: school spirit wear, class colors, Superhero Day - themed days that students can participate in without having to go to the store) or other engaging ways to positively interact with your students remotely.

Additional Resources:

- https://rise.articulate.com/share/SVInthQRi1pEkmx9o2gta8K6Zy_mYjTv#/
- <https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>