Dear Educators,

We want to alert you to an issue called Zoombombing that is occurring with the Zoom application. We must be vigilant in protecting our students and each other as the landscape for online learning emerges. With this in mind, we are providing you with specific information to help support and protect your online interactions when using the Zoom application.

Zoombombing is when outsiders jump into Zoom sessions to disrupt them by sharing inappropriate material such as porn, racial epithets or other vulgar material. Below are some examples of what is being seen nationally:

- A bot or a student in a class shares a link to a class on a forum such as Discord, Reddit or 4chan, inviting trolls to disrupt the class.
- The trolls enter the class with screen-recording software running.
- They use screen-sharing, annotation and audio to disrupt the class, often with material of a racist or sexist nature.
- They post a recording of the incident to YouTube and other spaces to mock the reaction of the teacher and students. The attacks are sometimes even livestreamed to others.

This isn't just pranks, but in many cases crimes. The attacks expose our students to an unsafe learning environment. The attacks are prevalent enough that the FBI has issued guidance on the matter.

While Zoom is attempting to address the issue, we strongly urge everyone choosing to conduct meetings with Zoom to set your settings appropriately. Below is guidance and links to resources to assist you in setting up your Zoom meetings.

VPS Staff members **must** access Zoom by logging into their Clever portal and clicking on the Zoom icon. If you do not have a Zoom icon in your Clever portal please contact the ITS HelpDesk: HelpDesk.HelpDesk@vansd.org.

- Do not go to zoom.us and sign up for an account.
- If you have already gone to zoom.us and signed up for an account with your vansd.org email then please log into your Clever portal and click on the Zoom icon and follow the steps to join the new Zoom account Bill Niemeyer, the district integration specialist created for you (vansd.zoom.us).
  - *Hello firstname.lastname@vansd.org, You are currently a member of the Zoom account , and you are trying to sign into the new Zoom account Bill Niemeyer (vansd.zoom.us). If you want to switch to become a member of the account Bill Niemeyer, click the button below within 24 hours. Thank you for choosing Zoom. -The Zoom Team Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.*

ZOOM BEST PRACTICES AND DEFAULT SETTINGS

When setting up a meeting
- Require a meeting password **(This is the default)**
- Leave the Video for Host and Participant Off
  - You, the Host, can turn on the video once participants have joined the meeting
- Under Meeting Options sections:
  - **DO NOT** *Enable join before host*
  - **CHECK THE BOX** for *Mute participants upon entry*
  - **DO NOT** uncheck *Enable waiting room* **(This is the default)**
    - This features allows you to manually grant/approve any person waiting to join the meeting.
      - Be sure to look for notification of late-arriving students and let them in as well - if you recognize them.

<u>While running a meeting</u>
- Ensure there are at least **3** people in the meeting when working with students. It is not recommended you continue the meeting with less.
- Teach students how to video conference/virtual meet
  - Ask participants to use the "raise hand" feature when they want to speak

Reminders:
- Our accounts are set up so only the Host can share
  - If you want a student to screen share you need to enable this in the advanced sharing options once the meeting is running
- Our accounts are set up so that only the Host can record a video and that video has to be stored on a local computer (no cloud recording allowed) drive. Please store locally recorded Zoom videos on your computer **D:\Zoom** offline data drive.
- Chat is enabled during a Zoom meeting by default. If you want to disable chat you can do so once you start a meeting by following the steps below:
  - Start the meeting
  - Click on the Chat Button
  - Once the Chat Window opens up click on the three little dots in the Chat Window
  - Select who you want participants to chat with

<u>When you end a meeting</u>
- As a host you will get a prompt to "Leave Meeting" or "End for All" MAKE SURE YOU SELECT <u>**END FOR ALL**</u>

It is important that you familiarize yourself with how to manage participants in a meeting, including how to remove participants if necessary. As always, consider using Zoom for only the aspects of student learning that benefit from real-time video delivery.

If you witness a Zoombombing incident:

- Alert the Director of Instructional Technology, Zach Desjarlais at Zach.desjarlais@vansd.org.

This is a challenging time for all of us and we will continue to work in tandem with you to help our transition to online learning be as smooth and effective as possible.

If you have questions regarding Zoom protective practices and Zoombombing risks, contact Zach Desjarlais, Director of Instructional Technology.

Sincerely,

Christina Iremonger
VPS Chief Digital Officer