

Guidance for the use of Zoom as a meeting tool

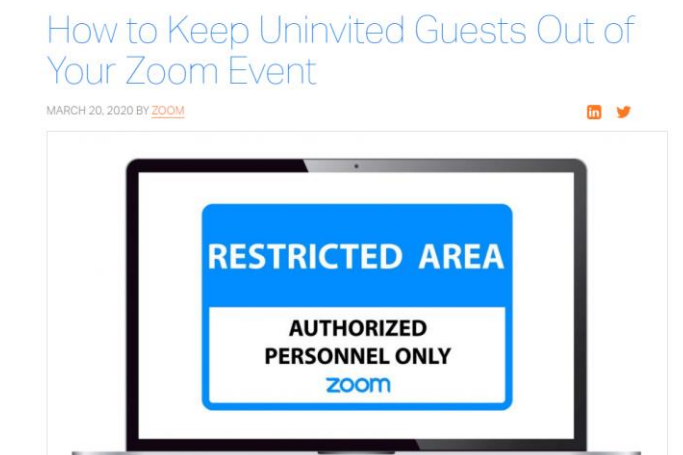
Audience: Dudley College of Technology staff

Where possible all staff should use their Dudley College: Microsoft Teams account as their primary tool for video conferencing both with colleagues and other contacts - including students. This provides the most private way of interacting within a secure online environment.

In the exceptional circumstance where Zoom is being used staff should first familiarise themselves with these features of the platform:

How to keep uninvited guests out of your meeting:

<https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/>



and

How to use privacy settings for meetings and only issue meeting invitations with unique ID passcodes:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

As in all matters pass codes should have complex patterns i.e. do not use sequential numbers such as: 123 and should be changed regularly.

Zoom's potential security vulnerabilities have been widely reported and it is therefore prudent that all users are at least aware of these issues before they choose to use the platform and agree to the standard terms of usage.

<https://www.theguardian.com/technology/2020/apr/02/zoom-technology-security-coronavirus-video-conferencing>

Further information regarding the digital well-being of learners can be found at:

<https://www.jisc.ac.uk/guides/digital-wellbeing-of-learners>