



ACPS Zoom Guidelines

Zoom is a powerful tool for video conferencing available to all ACPS teachers. Follow the ACPS guidelines and recommendations below for the most secure use of Zoom.

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General Guidelines for Hosts/Teachers

Set up an ACPS Zoom Account

To securely use Zoom, teachers are required to set a Zoom account in our domain with a request to the Service Desk. With a Zoom Account in the ACPS Zoom domain, you and your students will have a safe and consistent experience. ACPS teachers are expected to use their ACPS Zoom account when hosting Zoom meetings.

- Go to the [ACPS-Service Desk](#) and sign in with your ACPS credentials
- Select "Need Help"
- Select "New Ticket"
- Complete the ticket with your request for an account in Zoom
- The Service Desk will initiate an invitation from Zoom for you to create/link your account.

- Click the link to accept the invitation and select the “Sign in with Google” option, sign in with your ACPS credentials.
- Select the download [link](#) and launch the Zoom Application.

Zoom accounts set up this way in the 2019-2020 school year do not need to be adjusted.

Schedule & Set Up a Zoom Session

Here are a few things for staff to know before getting started:

- ACPS has applied a number of default settings to your account to ensure safety. These settings include:
 - Require meeting password (4 character minimum password length)
 - Video *off* (for both hosts and participants)
 - Mute participants upon entry *on*
 - Screen sharing *off* (On for host only)
 - Waiting room is turned *on* for every meeting
 - Join before host *off*
 - Participants must authenticate with ACPS Google credentials.
- Teachers may schedule recurring meetings. This will create the same Zoom link for an individual class period with the above settings applied.

Steps:

1. Open the Zoom app on your computer and sign in with your ACPS Google account
2. Click on the **Schedule** icon. This will open the scheduler window.
3. Select your date, start time, and duration of your Zoom session.
4. Select schedule

Sharing Zoom Links with Students

ACPS teachers should be vigilant in managing and sharing links to Zoom meetings with students. Failure to do so may result in “Zoom Bombing” or other inappropriate access issues.

Best practices to follow:

- Sharing links on a social media website is strictly prohibited.
- Teachers may add Zoom links to hyperdocs and virtual classrooms that are stored in the ACPS Google Domain.
- Hyperdocs and virtual classrooms should be shared with students within Seesaw or Schoology and are considered password protected. .
- ACPS students **do not** need to have Zoom account credentials to participate in a Zoom session but may need to authenticate with ACPS Google credentials.

Manage Participants/Students

- In the zoom session menu bar, select **Participants** (Alt-U) in the zoom session menu bar.
 - From the side pane, you can choose to mute or unmute a participant’s mic or camera.
 - For more options, hover and click **More** beside a participant’s name to Rename, Remove, or make a participant a host.
- The chat feature can be set so that comments come only to the host (teacher).
- When sharing your screen (Alt-S), you can select **share computer audio** (if, for example, you are playing a video or audio during instruction).
- Students are encouraged to turn on their video, and, while teachers may give suggestions to students on how to set up a productive work space, there are no requirements as to where students can work from in their home.

General Privacy Requirements for Use with Students

- [This resource](#) can be shared with families to help them understand and support your use of Zoom.
- Student names will be displayed within a Zoom “classroom”, similar to how student names would be visible in a physical classroom.
- Students who may not be photographed or have their image recorded should join the Zoom classroom with video turned off. Teachers can NOT require students to use their camera.
- Families should not take any pictures of Zoom classroom sessions due to the risk of the inappropriate sharing of the images.
 - Teachers should remind families that their online instruction may be seen or heard by others in a student’s household.
 - Parents or guardians may observe a virtual classroom session as long as no personally identifiable information about students is shared. *Personally Identifiable Information includes: social security number, mother's maiden name, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.*
- Teachers should not take screenshots, photos, or video of Zoom sessions and share them through social media or other public facing means.
- Teachers should not post links to Zoom rooms for public access. They must follow the established guidelines on sharing Zoom room links with students and staff outlined above.
- *Related note:* Meetings that require private information to be discussed may be held on Zoom but confidentiality must be maintained. The meeting should not be recorded unless it is specifically required.

Zoom Incident Guidance

If a Zoom incident occurs that involves an individual who is not a student in your class, then assume that your meeting room has been compromised meaning a participant has accessed the link outside of Schoology or Seesaw. At this point it is critical that you generate a new passcode and post the updated link to Schoology or Seesaw. [This resource](#) explains how to generate a new passcode. As soon as possible, report the incident to your school administrator.

The following are proactive steps you should take to reduce the risk of a Zoom incident:

- DO NOT share Zoom session links outside of Schoology or Seesaw. Encourage your students to not share links for any reason.

Waiting Rooms -

During ACPS Zoom meetings, if the host loses connectivity to the Zoom session, all attendees will automatically be placed in the waiting room. When the host returns to the Zoom meeting they will need to admit everyone again into the meeting.

Zoom Breakout Rooms

Breakout rooms are sub-rooms that can be created during Zoom meetings. Breakout rooms provide teachers and students with a virtual environment for small group instruction, collaboration and student conferences. Breakout Rooms are turned on for all ACPS Zoom teacher accounts.

Expectations for Use of Breakout Rooms with Secondary Students

- Staff must **actively** monitor breakout rooms in order to supervise student behavior. During a breakout room, teachers should move in and out of each room being sure to check in with students every five minutes or less.
- It is critical that students be prepared to handle the responsibility of participating in breakout rooms:
 - Clarify behavioral and academic expectations (articulate norms, model appropriate behavior, debrief process).
 - Establish a clear purpose and product for the time in breakout rooms.
 - Assign student roles to make sure all are engaged productively.
 - Suspend the use of breakout rooms if it becomes clear that students are unable to participate in them productively and safely.
 - Consider pairing with a colleague who is available during a class period to help monitor breakout rooms when first using them with a class to increase the level of direct supervision.
 - Consider carefully if students should have the ability to share screens when in breakout rooms.
 - To maintain privacy requirements, do not give students the ability to record a breakout room.
 - Do not assign breakout rooms to remove a student or students from class for behavior reasons.

Expectations for Use of Breakout Rooms with Elementary Students

- There must be a staff member in any student break out room actively facilitating the room at the elementary level. Please do not plan to use a breakout room if a staff member cannot join and remain present throughout the use of that breakout room.
- If teachers want to give students an independent, virtual workspace, they can assign students to an individual breakout room to work independently. Be sure to use the setting that ensures the student can't return to the main room without teacher approval in case you are working in another breakout room when he or she returns.
- Do not assign breakout rooms to remove a student or students from class for behavior purposes.
- Establish a clear purpose and product for the time in breakout rooms.

Zoom Recordings of Class Sessions

Instructional Considerations for Recording Zoom Sessions

- Teachers should identify the essential information that needs to be shared with students who miss or cannot access your live class.
 - When you finish recording, the file is processed by your computer. Due to the large size of the file, this can make your laptop run really slowly. If you have to start another zoom class or use other programs, you will want time between the end of the recording and your next activity. The longer the recording the longer this processing takes.
 - Students may pay attention less to a recording than a live session.
 - If your recording includes names and images of students, it can only be shared with students in that same class section.
- Teachers should have recordings linked from Google Drive to your Schoology course or Seesaw class within 24 hours, so that students can access that material in a timely manner and not fall behind.
- All Zoom recordings should be saved in Google Drive and then **linked** to your Schoology course or Seesaw class.

Privacy Requirements for Recording Zoom Sessions

- Any zoom recordings that include student images or names may be shared **only** with students, TAs, and instructors who are in the same class as the recording.
- Class recordings should not be reused across classes or sections.

- Links to class session recordings should be deleted after two weeks from when they are originally posted as directed by the Department of Student Learning. To guarantee students do not have access to recordings after this time, remove links from Schoology/ Seesaw and restrict share settings in Google Drive.
- Links to recorded class sessions should only be provided via ACPS Learning Management Systems which add an important layer of protection because they restrict access to only those who should have it.
- Recordings of Zoom class sessions should not be saved to thumb drives for sharing with students.
 - Only teacher-created videos that do not include any student photos can be saved to thumb drives that will be distributed to students.
 - These types of instructional videos may also be shared among educators.
- Teachers should remind families to not share any Zoom class recordings provided as a make up for missed learning. Ideally, video recordings should be streamed online, if possible, and not saved to a family's personal device. In the event the family must download and save the recording, it must be deleted as soon as possible.
- Teachers should let parents/guardians know that Zoom classroom sessions may be recorded, including any background activity that may occur during the class session. Families should be advised to take precautions so as not to disclose any *Personally Identifiable Information (social security number, mother's maiden name, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information)*.

Technical Considerations for Recording Zoom Sessions

- If you attempt to use other applications while your laptop is processing a recording, then your recording may take longer to process and you may notice that your laptop runs slower than usual.
- Internet speed does not affect the ability of the ACPS Laptop to process a local recording of a zoom meeting.
- Recorded Zoom sessions will require processing time at their conclusion. Longer sessions will require more time (ie an hour) based on the size of the file. -
- Any ACPS laptop has the capacity for teachers to *host* a Zoom meeting while processing a previously recorded Zoom session. However, older devices or using multiple programs may run slower.
- Teachers will be able to *record* a zoom meeting while a zoom recording is processing. However, if the second session is finished before the first session has completed processing, a warning will be displayed and processing of the second recording will have to be manually started.
- Zoom strongly recommends keeping the local drive (ie your ACPS laptop) as the default location for a recording.
- After processing, teachers should upload Zoom meetings to their ACPS Google Drive between meetings or at the end of the day. The speed of a teacher's home internet connection will affect the time required to upload the file to Google Drive.

Additional Resources

Resources from ACPS

[Using Zoom: Information and Guidelines for Students and Families](#)

[Using Zoom \(Basics\)](#)

[Zoom Features](#)

[Using Zoom for Virtual Meetings](#)

[Zoom vs Schoology Conference](#)

[Instructional Videos - Best Practices](#)

[Recording and Uploading Zoom Meetings](#)

Resources from Zoom

[Getting Started](#)

[Set up a Meeting](#)

[Scheduling a Meeting](#)

[Inviting Others to Meeting](#)

[Using In-Meeting Controls](#)

[Controlling & Disabling Chat in a Zoom meeting](#)

[Desktop Recording Layouts](#)

Technical Support

If you need assistance using Zoom, our Service Desk is available to assist. You can reach them by calling (434) 975-9444 between 7:30am and 5:00 pm every day, emailing servicedesk@k12albemarle.org or logging a service desk ticket [here](#).