



Updated 5/1/20
FOR TEACHERS & YOUTH PASTORS
HOW TO ZOOM SAFELY!

ZOOMBOMBING: The process by which a troll (or classmate) drops nasty content in front of others in a Zoom call because the teacher hasn't adjusted file and screen sharing settings correctly.

Teachers and Youth Pastors will want to start in **Settings** from a laptop or Chromebook.

The screenshot shows the Zoom website's navigation menu. The 'Settings' option is highlighted in blue and enclosed in a red box. A red arrow points from the right towards the 'Settings' button. The page also displays a navigation bar with links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A notification banner at the top states: 'Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see our other [package options](#).' The main content area shows tabs for 'Meeting', 'Recording', and 'Telephone', with 'Meeting' selected. Under 'Meeting', there are sections for 'Host video' (toggle off) and 'Participants video' (toggle off).

Join before host

Allow participants to join the meeting before the host arrives



#1 - Keep the "Join before host" toggled off. This will prevent a group of crazy kids from being too crazy before the teacher or youth pastor joins.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



#2 - Toggle ON the "Mute participants upon entry." It's off by default.

Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat 

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



#3 - Toggle OFF "Private Chat" so that kids aren't holding side conversations during whatever you have going on. These could be distracting or inappropriate. In an extreme case, cruelty could occur without the teacher knowing.

File transfer

Hosts and participants can send files through the in-meeting chat. 



#4 - Toggle OFF "File Transfer" so that inappropriate content isn't being shared between participants.

Screen sharing

Allow host and participants to share their screen or content during meetings



Who can share?


Host Only All Participants

Who can start sharing when someone else is sharing?

Host Only All Participants

#5- Select "Host Only" for who can share their screen. The default is "All Participants," which is the source of the ZOOMBOMBING that has been happening.

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin 



#6 - Toggle ON "Allow removed participants to rejoin," if you want to allow that distracting kid back in

Virtual background




Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

#7 - PRO TIP - Toggle OFF "Virtual background."
Although virtual backgrounds might be fun, they could be distracting to students or tempt students to share something inappropriate.

Waiting room



Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

#8 - PRO TIP - Toggle ON "Waiting Room" so that the teacher or youth pastor can verify that those joining the call are supposed to be there. In the unlikely case that the Zoom link falls into the hands of someone who shouldn't have it, the adult can prevent this person from joining.

PRIVACY & ZOOM

TEACHERS & YOUTH PASTORS TAKE NOTE

ZOOM is not compliant with FERPA, COPPA, or state student privacy laws. Teachers should not record video lessons or take screenshots to post on their social media accounts. Youth Pastors should take care to abide by their church's abuse prevention policies, which might (and should) prevent leaders from grabbing screenshots and sharing them. This article from Ed Surge is excellent and should be considered by school leadership.

[Ed Surge Article](#)



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