Zoom Privacy and Security Measures in Place for the Principals’ Associations

ADFO, CPCO and OPC use Zoom Video Communications for a variety of purposes, including professional learning offerings. To reassure participants of the privacy and security features of Zoom, we have highlighted some key features used regularly by our Professional Learning team:

- An Association Zoom account is always used to create and host events to ensure continuous control of the sessions. Facilitators are not asked to use their own Zoom account, rather they are invited as a host or panellist.
- At least one association representative participates in each session to monitor entry and exit. We can also reference the waiting room function for Zoom meetings.
- Pre-meeting security: Participants are required to register for all sessions. The registration process includes questions about their panel and district school board. Upon completing registration, participants receive a confirmation email with the meeting link.
- In-meeting security: The Professional Learning team controls screen sharing, sets up breakout rooms and monitors the chat room. As well when appropriate video and audio options are disabled.
- Zoom ensures that event content and data is protected by encrypting the session’s video, audio and screen sharing.

Please note that participants do not need to have installed the Zoom App or create a Zoom account to participate in events using the Zoom platform. You can do so from the web-based platform.

In addition to what we are doing as an organization to address privacy and security concerns, we are providing additional information for those who are interested.

Tips for joining a meeting
Tips for organizing a meeting
Resources
Zoom Webinar - Step by Step Screenshots
Zoom Meeting - Step by Step Screenshots
Tips for joining a meeting
- Don’t share your Zoom link or code on social media or by any other means
- Use a picture as a background to hide the location (home or office)
- If you have your own Zoom account make sure you’re running the latest version of Zoom
- If you write in the chat, make sure you review who you are writing to (All participants, Host, Host and participants) to be sure the message only goes to those who are intended for the message.

Tips for organizing a meeting
- Make sure you’re running the latest version of Zoom
- Don’t use your Personal Meeting ID
- Set a meeting password
- Create a waiting room
- Authenticate Users, when creating a new event, you should choose to only allow signed-in users to participate
- Lock down your meeting - Once a session has begun, go to the "Manage Participants" tab, click "More," and choose to "Lock" your meeting as soon as every expected participant has arrived. This will prevent others from joining even if meeting IDs or access details have been leaked.
- Set screen sharing to “Host Only”
- Turn off the annotation feature
- Restrict other features as needed in host controls:
  - Block private chat
  - Disable “Join Before Host” so no one can cause issues beforehand
  - Disable “File Transfer” to prevent digital virus sharing
  - Disable “Allow Removed Participants to Rejoin” that way “botted” attendees can’t slip back in
Resources
Zoom Tutorials for Meeting Attendees
- Joining a Meeting & Configuring Audio/Video
- Familiarize Yourself With Meeting Controls
- How to Share your Screen

Additional
- Are classroom video conferences succeeding or failing in Ontario?
- How to Prevent ‘Zoombombing’ in a Few Easy Steps
Please see the following pages for Step by Step screenshots demonstrating the steps involved in registering for Webinars and Meetings when security features are activated.

**Zoom Webinar - Step by Step Screenshots**

This will be the screen once you click on the link for registration from the email or from a landing page or other platform.

![Webinar Registration Form](image)

Once you have completed the registration, you will see this screen to confirm your registration. If the password option has been selected, the password will be included in the confirmation email (see below).
Webinar Registration Approved

Topic: Test
Time: Apr 22, 2020 02:15 PM in Eastern Time (US and Canada)
Webinar ID: 918-7704-8190

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join: https://zoom.us/w/91877048190?tk=OjhW7VV7zakj3aNixeV5t9qzwjEiDvKEE0OvVypxyDQEAAAAVZEx_fhZvVZhnN3QNFMsU2RdLXHZJN66WHRnAA6pwd=T21sUk5vNFFGTfhqcmEMUt5RXVIQT09&uid=WN_snJwouSa2jzBD0ULEpQ

To Cancel This Registration
You can cancel your registration at any time.

This is the confirmation email you will receive with the link as well as the password (if activated).

Hi Gabriella Boulos,

Thank you for registering for "Test".

Please submit any questions to: learning@principals.ca

Date Time: Apr 22, 2020 02:15 PM Eastern Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
Note: This link should not be shared with others; it is unique to you.
Password: 357856
Add to Calendar Add to Google Calendar Add to Yahoo Calendar

Or iPhone one-tap:
Canada: +14388097799,91877048190# or +15673281099,91877048190#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
Canada: +1 438 809 7799 or +1 587 328 1099 or +1 647 374 4685 or +1 647 558 0588 or +1 778 907 2071
Webinar ID: 918 7704 8190
International numbers available: https://zoom.us/u/aBntYQoxv

You can cancel your registration at any time.
Zoom Meeting - Step by Step Screenshots

This will be the screen once you click on the link for registration from the email or from a landing page or other platform.

Meeting Registration

Topic: Test
Time: Apr 15, 2020 02:00 PM in Eastern Time (US and Canada)

First Name*: 
Last Name*: 
Email Address*: 
Confirm Email Address*: 

* Required information

I'm not a robot

Register

Once you have completed the registration, you will see this screen to confirm your registration. If the password option has been selected, the password will be included in the confirmation email (see below).
Meeting Registration Approved

Topic: Test
Time: Apr 15, 2020 02:00 PM in Eastern Time (US and Canada)
Meeting ID: 914-4582-6205

To Join the Meeting
Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: https://zoom.us/w/91445826205?tk=coTYmEgbOCxpnUDyAb-GDcgDOEma_p0W443SQnC.DQEAAAvSpu5nRZ1MVFmZxT1N3UJpCmWJW1g4WExmAA5pwd=bjhxkNoWG5w6m8ydxOcppM3xuYY6F-d09

To Cancel This Registration
You can cancel your registration at any time.

This is the confirmation email you will receive with the link as well as the password (if activated).

Professional Learning
Test Confirmation
To: Gabriella Boulos,
Reply-To: learning@principals.ca

Hi Gabriella Boulos,

Thank you for registering for "Test".

Please submit any questions to: learning@principals.ca

Date Time: Apr 15, 2020 02:00 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
Password: 209395
Note: This link should not be shared with others; it is unique to you. Add to Calendar Add to Google Calendar Add to Yahoo Calendar

Or iPhone one-tap
Canada: +14388097796, 91445826205# or +15873281098, 91445826205#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
Canada: +1 438 809 7799 or +1 587 328 1099 or +1 947 374 4635 or +1 647 558 0588 or +1 778 907 2071
Meeting ID: 914 4582 8205
International numbers available: https://zoom.us/u/aBntYQ6OXv

You can cancel your registration at any time.