

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 <u>protected by encrypting</u> 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 signedin 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:
 - o Block private chat
 - O Disable "Join Before Host" so no one can cause issues beforehand
 - O Disable "File Transfer" to prevent digital virus sharing
 - O 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

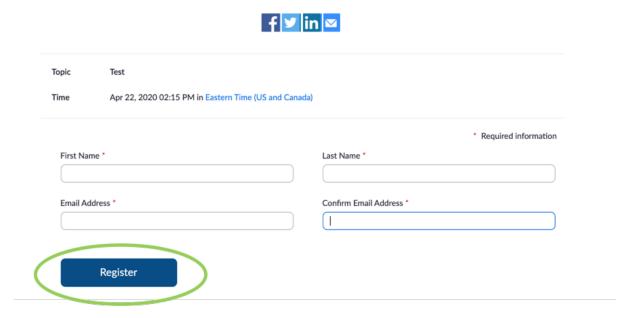


Please see the following pages for Step by Step screenshots demonstrating the steps involved in registering for Webinars and Meetings when security features are activated.

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



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)

Add to calendar

▼

Webinar ID 918-7704-8190

To Join the Webinar

Join from a PC, Mac, iPad iPhone ... Android device:

Please click this URL to join. https://zoom.us/w/91877048190?

tk=OjhW7VVTzakj3aNixeV5zYqozwjEtDVkEE0OnVypys0.DQEAAAAVZEx_fhZVdVZhN3JQNFMxU2R6LXBHZjN6WHRnAA&pwd=T21sUk5vN
FFGTFhqcmlEMUt5RXVIQT09&uuid=WN_snJsVovuSx2Jz8D0ULEpjQ

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 +15873281099,,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

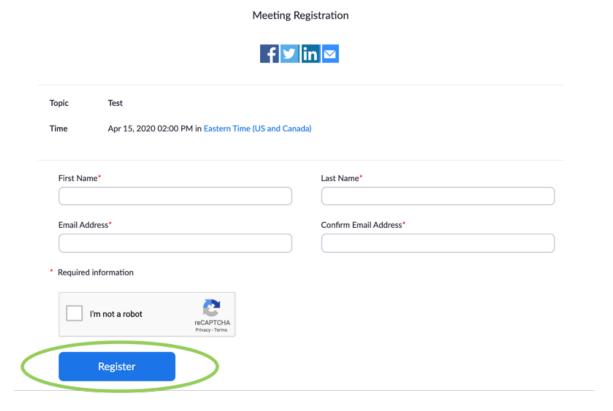
International numbers available: https://zoom.us/u/aBntYQOXv

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.



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) iii Add to calendar ✓
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=coTYmEgjbCxpnlUDjAh- GDcgciOEma_p0Wl43SQTdLc.DQEAAAAVSpiSnRZ1MV9PMlZxT1N3dUpCeWJWR1g4WExnAA&pwd=bjhXckNoWG5wbm8ydXppM3kxYVBF	
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 Inbox - Google 8:31 PM 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 FM 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: +14388097799,,91445826205# or +15873281099,,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 +1 647 374 4685 or +1 647 558 0588 or +1 778 907 2071 Meeting ID: 914 4582 6205 International numbers available: https://zoom.us/u/aBntYQOXv You can cancel your registration at any time.