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.

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).

Ontario Principals' Council

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 or Android device:

Please click this URL to join. https://zoom.us/w/91877048190?
tk=OjhW7VVTzakj3aNixeVSzYqozwjEtDVkEE0OnVypys0.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.

Meeting Registration

f 𝕏 in ✉

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
reCAPTCHA
Privacy - Terms

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)
	📅 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=bjhXckNoWG5wbm8ydXppM3kxYVBFdz09

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 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: +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.