

Staff Guidelines for Using Zoom

Zoom has many controls meeting hosts can use to maximise the privacy and security of their meetings. At RETNS, we will configure Zoom, by default, to ensure meetings are as secure and private as possible. These default settings are:

MEETING ACCESS

1. Unique meeting IDs which are automatically generated are required for each meeting or series of meetings
2. Passwords are required for meetings.
3. Participants are not allowed to join before the meeting host.
4. All participants are placed in a "Waiting Room" and are admitted to meetings by the host.
5. Participants cannot re-join if the host has removed them except at the host's discretion

One-to-one Classes or Meetings

One-to-one classes or meetings between individual children and teachers or SNAs can only take place with an adult in the room with the child

Group Classes or Meetings

At least two members of staff should co-host group meetings

RECORDINGS & TRANSCRIPTS

1. Messages sent via chat are not saved.
2. Participants cannot save a transcript of the call.
3. Meetings are not recorded

Additional security

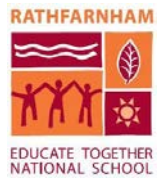
1. Files cannot be transferred via chat
2. Only the host can share their screen unless the host asks a child to do so

All the above features will be enabled as default settings within RETNS. There may be situations where staff wish to override these defaults but please consider very carefully before you do so.

RECOMMENDATIONS

We recommend:

1. If you have altered any settings, at the end of the meeting or class, reset them to the RETNS Default Settings by clicking RESET next to the individual setting.
2. You can amend existing meetings by logging into your Zoom account on zoom.us, click Meetings on the left menu and then review and edit any upcoming meeting.



3. That you use your RETNS Zoom account rather than any personal Zoom account so that you benefit from the RETNS security configuration.

Further information on Zoom security features are available here www.zoom.us/security