

Zoom for Parents

Welcome from your session facilitators:

- Pam Davis, ACES
Educational Technology
- Jim Moyle, ACES
Educational Technology
- Wanda Wagner, ACES
Educational Technology

Guidelines for a successful session:

- Please turn off your video.
- Please mute your microphones.
- Introduce yourself in the chat area.
- Place questions in the chat area during the session.
- Click 'raise hand' to be recognized, then unmute and turn on video when speaking.



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Purpose and Outline

Purpose: Zoom is a video conferencing tool that some teachers may use for live sessions with your students and you. Learn about the security settings that ACES uses for Zoom. Learn to navigate the Zoom tools as a participant to turn on/off your microphone and video, see participants, and view the chat. Understand the etiquette of being online. This 30 minute session will include a 20 minute presentation and 10 minutes for questions. Outline:

- What is Zoom?
- How does Zoom work?
- How is my child's teacher using Zoom?
- How do I use the toolbar to turn on/off audio/video and participate?
- What is virtual conferencing network etiquette (netiquette)?
- What is Zoombombing?
- Should I be worried about Zoom's privacy?
- Why aren't we using other virtual meeting tools?

What is Zoom?

- Zoom is a virtual meeting tool with voice and video options.
- The basic, free version offers options like turning on/off video, record, whiteboard, and “raise hands”.



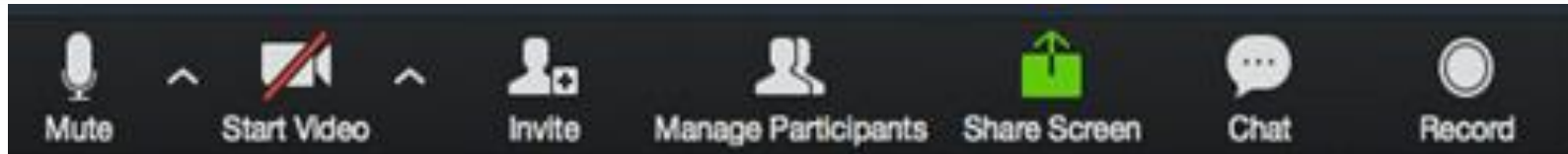
How does Zoom work?

- Use any device with a camera to present
 - Computer or laptop
 - Ipad or tablet
 - Any smart phone
- Can also use phone to call into the meeting to listen
- Teachers create a Zoom meeting and send you the invite
 - Use the link to enter Zoom
 - Enter the password
 - Wait for your teacher to accept you from the waiting room
- Before the meeting, test your audio (microphone) and video (camera) - <https://zoom.us/test>
- For best sound, use earbuds or a headset
- The host is the only person that needs a Zoom account

How is my child's teacher using Zoom?

- Create a zoom classroom or morning meeting to see students face-to-face, share resources, and check for understanding
- Read stories
- Invite guests or subject matter experts
- One-on-one meetings
- Small group meetings
- Office hours
- Telehealth
- Sharing a document
- Editing a document together
- Pre-recording lessons with just the teacher

How do I use the toolbar to turn on/off audio/video and participate?



Bottom tool bar

- **Mute:** Control your own audio output.
- **Start Video:** Control your video output.
- **Invite:** Host can invite users to participate in the meeting.
- **Manage Participants:** Opens a pop-up window listing all participants.
 - Also check out the non-verbal interactions
- **Share Screen:** Share your full desktop or specific windows. Starting **Screen Share** minimizes the main meeting window and highlights the window you are sharing (if you're sharing a window and not the desktop). You can stop sharing at any time by clicking **Stop Share**.
- **Chat:** Communicate with all participants or to send messages to specific participants by clicking on their name in the participants list.
- **Record:** Host may click **Record** starts recording for the session. Recordings are stored locally on your computer in the folder set in Settings -> Recording. Participants will not be able to record sessions without the host's permission. Because of privacy concerns using Zoom in home settings, recording is not used.

Other ways to interact in Zoom

- **Share screen.** This allows the entire class to view one person's computer screen. Students can even annotate a document on another kid's computer. Teachers can restrict this so only their screen can be shared.
- **Whiteboard.** This is a brainstorming tool that lets kids toss ideas around, such as for a group project.
- **Breakout rooms.** The teacher can divide students up into smaller groups, and then bring the entire class back together.
- **Raise hand, clap, disagree, speed up, slow down.** These are icons kids can use to: let the teacher know they have a question or comment, react to something, or ask the teacher to talk faster or slower.
- **Chat with the group.** Kids can send a message to the entire class.
- **Private chat.** Just like passing notes, kids can send direct, personal messages to other kids in the class. The teacher can't view private chats between students.

What is virtual conferencing network etiquette (netiquette)?

When participating on any virtual conferencing tools, please understand the following network etiquette (netiquette) suggestions to make the experience better for the host and everyone attending.

Tip	Why?
Mute your microphone when not speaking.	Microphones pick up background noise in the room, which is distracting.
Face the camera.	Your host can see you, read your body language, and tell if you are paying attention.
Turn off video if requested by the host.	Video feeds require more bandwidth.
No eating.	Distracting and messy.
Find a secluded space.	The noise and motion around the camera may be picked up and heard or seen by the group.
Use the chat window to post questions.	So you do not interrupt the presentation. The host will check the chat and participate windows periodically during their presentation to check for questions.

What is Zoombombing?

Zoombombing is when hackers break into a Zoom meeting to be disruptive

Zoombombers	ACES
Hackers find generic Zoom links on public websites	We ask ACES teachers to never post Zoom links on public sites
Hackers count on finding open meetings without security settings	We ask ACES teachers to set a password and turn on “waiting rooms” to admit invitees to the Zoom meeting

What are the safest Zoom settings?

- **Random meeting ID.** Though you can use the same meeting ID for every class, Zoom recommends teachers use random meeting IDs (which is an option when they're creating the invitation). It's less convenient, but it's more secure.
- **Mute.** Participants can -- and should -- mute themselves when they're not speaking. But the teacher can also mute students individually or all at once.
- **Chat.** The teacher can control whether students can chat publicly and privately.
- **Disable video.** As a participant, you can join the meeting with audio only and then turn on the video once you're ready. Teachers can also disable an individual participant's video.
- **Nonverbal feedback.** These optional little icons let students raise their hands, give a thumbs-up or thumbs-down, and even let the teacher know they need a break, all without interrupting the class.
- **Lock the meeting.** Remember when your stickler-for-punctuality algebra teacher used to lock the classroom door after the bell rang? Teachers can lock a Zoom meeting, so no one else can enter until the teacher personally approves them.
- **Waiting rooms.** This is like a lobby or a velvet rope at a club: Participants are held in a virtual room, and the teacher admits them one by one to make sure no scofflaws gain access.
- **Turn off file transfer.** Students can share memes, GIFs, and even quiz answers through the chat -- unless the teacher disables this feature.

Should I be worried about Zoom's privacy?

- Zoom has signed the CT Software Privacy pledge
- We ask teachers to use security settings for passwords and waiting rooms
- We are continuously examining all the technology applications and tools used at ACES. If we find that a software vendor is violating the student data privacy contract or pledge, we discontinue use of that tool. In addition, we contact the CT Commissioner of Educational Technology to report the violation for further action and removal from the CT Software Privacy Hub site.

Why aren't we using other virtual meeting tools?

- Working from home due to COVID-19 happened quickly. Teachers need an easy to use tool to immediately make contact with colleagues and homes. Zoom was one of the first virtual conferencing tools to take the CT Software Data Privacy pledge. Zoom extended their services beyond the free restricted platform for verified educators.
- We do use other tools. ACES uses Microsoft Teams throughout the agency. Teams is our most secure, FERPA and HIPAA compliant tool. In addition, we work with other vendors and agencies that might use tools like GoToMeeting or WebEx. Adults at ACES may use Google Meet (Hangouts). But that access does not extend to students, because some students have misused the tool in the past.

Resource References

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