

Zoom Security Tips and Recommendations for Class Sessions

1. Inform and provide all students with a list of what is considered “proper conduct” to be adhered to during all meetings, conversations, etc.

Such as:

- Do not share your personal information, such as phone numbers, addresses, class schedules, student id’s, social media names, etc.
- Do not share the link to any Zoom session with anyone.
- Do not send any messages or images to anyone that might be considered as inappropriate, vulgar, abusive, etc.
- Wear proper attire during all classes whether attending class in person or in Zoom meetings.

Benefit: This will ensure that all students are

2. Consider requiring all students to turn on their video during class sessions.

Benefit: It will force all meeting participants to show their faces. This can act as a deterrent to keep participants from doing things that might be deemed as inappropriate. Note: If a student doesn’t want to display the background at their location for any reason, they can use the “virtual backgrounds” in Zoom.

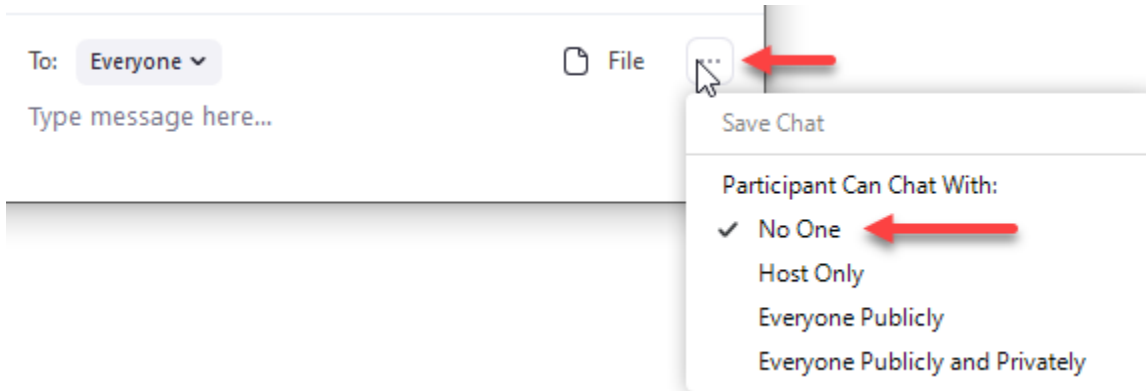
3. Require that all students display their full name in Zoom with their proper first and last name, which should also match how their name is registered for the class with NJCU. (Do not allow just first names, or things like “iPad” or nicknames, etc.)

Benefit: It will allow the proper identification of each meeting participant as a student who is registered to attend the class. If someone’s name doesn’t match the names in the class roster, the participant should be removed from the meeting.

4. Consider enabling the Zoom Waiting Room for all classes.

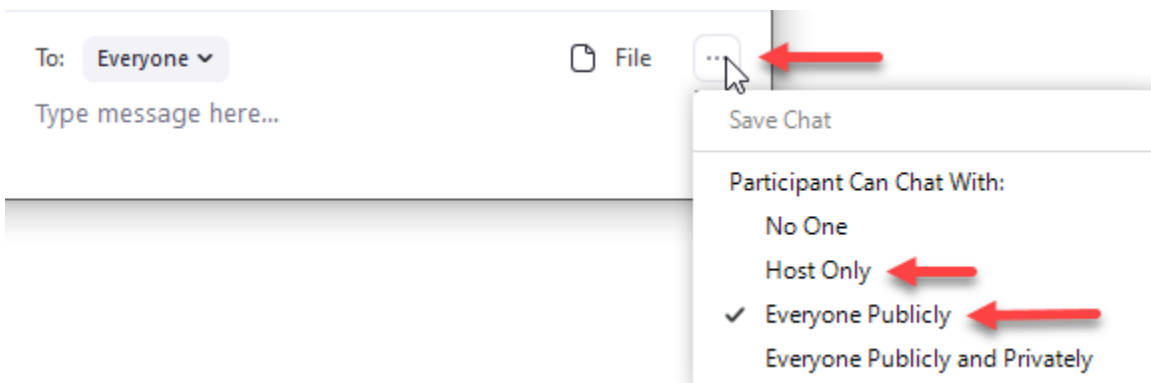
Benefit: This will allow the meeting host (instructor) to see and verify each person that joins the Zoom session before being allowed to join the other participants.

5. Disable the CHAT feature in Zoom until and unless it is needed.



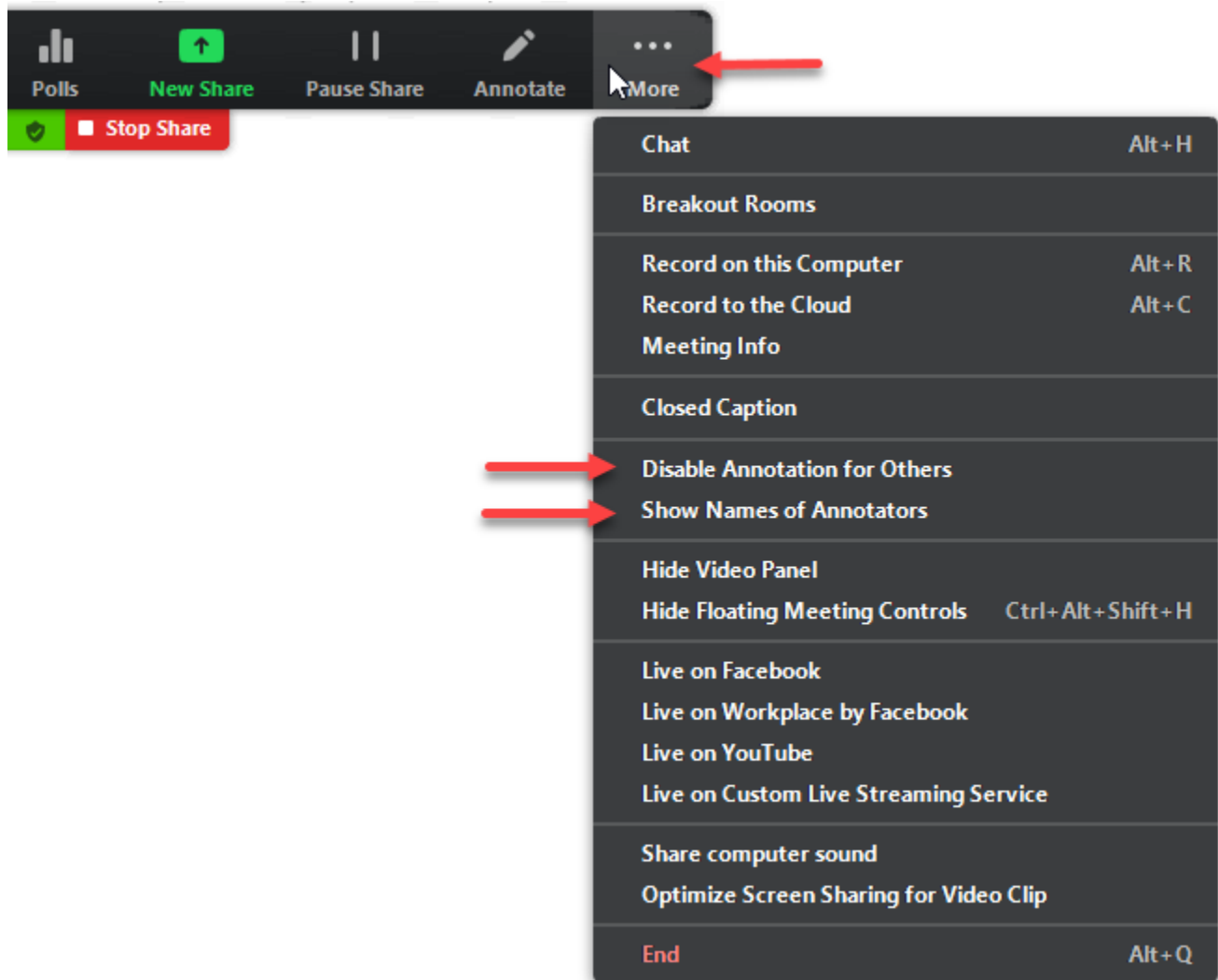
Benefit: By disabling the chat feature in Zoom, and only making it available when needed, this can eliminate unnecessary distractions and possible inappropriate sharing of messages among the meeting participants.

6. When enabling the CHAT feature, consider setting it to either “Host Only” or “Everyone Publicly” instead of the default setting which is Everyone Publicly and Privately.



Benefit: If Host Only is selected, then chat messages can only be sent to the Host. (The host will be the only person that will see the chat messages.) If Everyone Publicly is selected, then everyone (including the host and all participants) will see all of the chat messages. This way, if someone says something in appropriate, everyone will be able to see who said it. This can help to prevent inappropriate chat messages. And if someone says something that is inappropriate, proper measure can be taken at that point. And, everything said during the class (in the chat area) will be seen by the host (Instructor).

7. When sharing screens in Zoom, consider enabling “Disable Annotation for Others” in most cases. Or, consider enabling “Show Names of Annotators” if disabling annotation for others is not enabled.



Benefit: This will prevent participants from being able to draw, etc., over the screen that is being shared. Or if allowing participants to annotate over a shared screen is needed, turning on “Show Names of Annotators” will help to identify who is annotating what on the screen. This will help to prevent participants from drawing inappropriate items since the names of each participant who draws will be displayed next to each drawing.

Department of Information Technology

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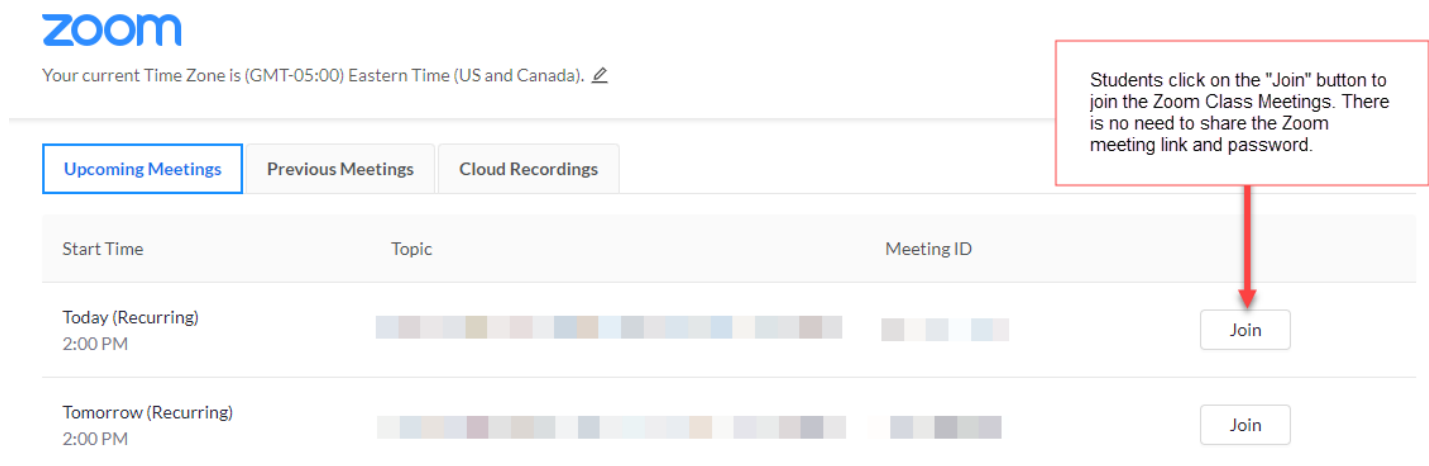
Phone: 201-200-3350

8. Add the Zoom tool in Blackboard to provide access to class meetings instead of sharing the Zoom Meeting Link (and meeting password) for improved security.

Benefit: By adding the Zoom Meeting links within Blackboard, using the Zoom tool, the actual Zoom Meeting Link (and meeting password) will not need to be shared with the students. By not providing the link (in an email or in an announcement in Blackboard) to the students, the meeting link and password will be more difficult to identify.

This is an example of what the students see within Blackboard when they go to join the Zoom Class Meetings.

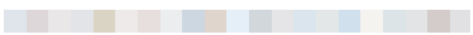



For assistance in setting this up in Blackboard, please contact the [IT Help Desk or visit the daily Zoom with IT sessions](#) (available Monday through Friday from 2:00 PM to 4:00 PM).



zoom

Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada). [📍](#)

Upcoming Meetings Previous Meetings Cloud Recordings

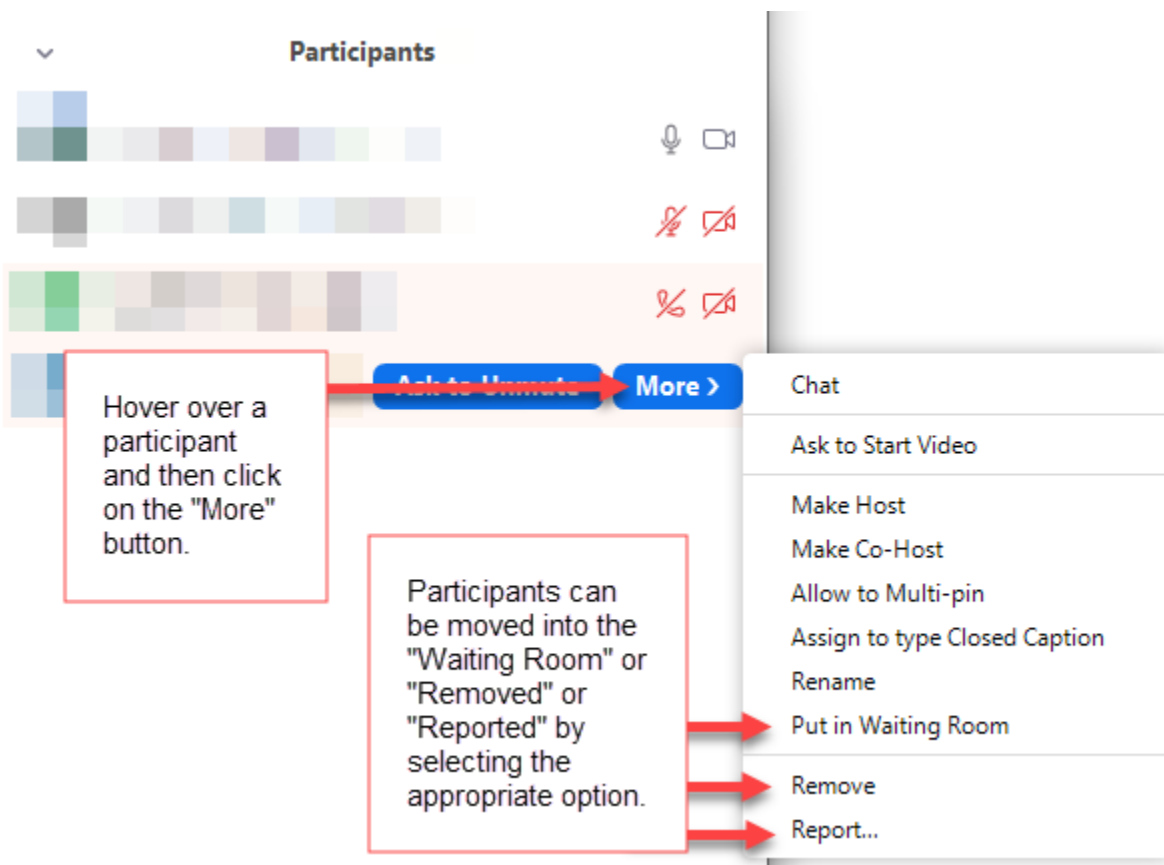
Start Time	Topic	Meeting ID	
Today (Recurring) 2:00 PM			Join
Tomorrow (Recurring) 2:00 PM			Join

Students click on the "Join" button to join the Zoom Class Meetings. There is no need to share the Zoom meeting link and password.

9. How to remove a meeting participant from a Zoom meeting quickly.

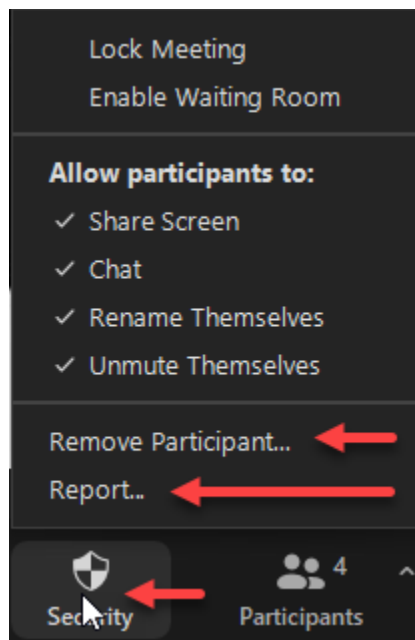
Benefit: If a participant is not behaving properly, a participant can be moved into the Waiting Room, which is similar to being placed in “time out” or the participant can be removed from the meeting by selecting the “Remove” option. If warranted, the participant can be reported to Zoom by clicking on “Report” and then completing the available options.

This is one way to remove a participant from a meeting, by using the “Participants” panel (area).



This provides a quick and easy way for the Host to remove participants from a meeting if the need arises.

This is another way that a participant can be removed from a meeting, using the security button in the Zoom tool bar (at the bottom of the Zoom window) that the meeting HOST has access to.



10. Use the “Lock Meeting” feature to close access to anyone else who wants to attempt to join a meeting.

Benefit: If everyone who is expected to attend the Zoom Meeting is already present, locking the meeting will completely block the meeting from anyone else who might have access to the meeting link and want to join the meeting. Locking the meeting, is just as it sounds, it will lock the meeting so no one else can come into the meeting once the “Lock Meeting” has been enabled.

11. Consider the “Disable join before Host” option when scheduling all class meetings.

Benefit: By disabling this option, all participants will be required to wait until the Host of the meeting, starts the meeting. If this option is not disabled, meeting participants would be able to talk and share their video with all other participants without any supervision. For security reasons it is preferred if all meetings do not enable this option.

12. Visit <https://njcu.zoom.us/> for information on Best Practices for Securing Zoom Meetings and Classes.



Video and Audio Web Conferencing

IMPORTANT SECURITY INFORMATION AND HELPFUL INFORMATION

- [Upgrade your ZOOM App Weekly!](#) You should keep the ZOOM application (on your desktop and mobile phone) upgraded to the newest versions.
- [Join the Virtual Help Desk - Zoom with IT!](#) daily sessions from 2:00 PM to 4:00 PM (M - F). Get help with Zoom, Blackboard, Email, VPN, Qualtrics, Panopto, Microsoft Teams, Calendly, and more.

Also read ...

- [TIPS AND TRICKS for Teachers Educating on Zoom" \(.pdf\)](#)
- [Best Practices for Securing Your Zoom Meetings. \(.pdf\)](#)
- [Best Practices for Securing Your Virtual Classroom \(or Meetings\).](#)
- [Zoom Online Event Best Practices. \(.pdf\)](#)
- ["How to Keep Uninvited Guests Out of Your Zoom Event."](#)

Many Zoom security features have already been enabled for all NJCU user accounts. Some security features are required and some are optional.