Knowsley
City Learning Centres

Online Safety Newsletter

Zoom

Zoom

As the lock down continues, lots more people are using video conferencing apps to keep in touch with family, friends and even school. One of these apps is Zoom which allows you to meet others either by video, just audio or both. Zoom allows you to share content with participants such as photos, files and even use a whiteboard to share ideas, these are all useful features but could be used to share inappropriate content.

What is Zoombombing?

This is a term resulting from those users of Zoom who are entering meetings uninvited to post inappropriate content. Users can access a meeting if they know the meeting ID and if a password isn't needed. We've listed some steps below to enhance the security and privacy whilst using Zoom.

Are you hosting?

Before hosting your meeting, make sure you get to know all the tools available for you to use in order to enhance the security and privacy of your session, including the following:

1

Set up a Meeting ID

Try not to use your Personal Meeting ID (PMI) to host your meetings and events. Instead use a randomly generated meeting ID. To do this, click on 'Schedule' and make sure 'use personal Meeting ID' is not selected. Also ensure that a password is required to enter the meeting. *Make sure that you only share the password to access your meeting privately i.e. via email or DM.*

2

Lock the meeting

Once your meeting has started and all participants have joined, lock your meeting. This means that nobody else can join your meeting even if they have the meeting ID. This can be found in meeting settings.

3

Disable private chat/content sharing

Zoom offers the ability for participants to chat/message each other privatley. This option can be disabled in meeting settings. You can also disable the ability for participants to share content in meeting settings too.

4

Restrict screen sharing

Restrict screen sharing so participants can't take control and share content with the rest of the group.

5

Monitoring Participants

Zoom allows you to turn off a participant's video and their audio by tapping on either option in the participant menu. Make sure you know how to remove unwanted or disruptive participants as well (found in the participants menu) should you need to.

6

Use the Waiting Room
If you have this activated, participants will have to wait in a virtual waiting room before joining the meeting. You can add a personalised message to this area, perhaps setting your ground rules. It also allows you to check who is in the waiting room before you allow them in to the meeting.

7

Recording a meeting
By default, this option is disabled. If you choose to record a meeting then you must ensure you have permission from all participants to do so.

Are you a participant?

1

Keep it private
Talk to your child about how to use this app/website safely. There is the ability to record sessions so make sure they understand not to share any private or personal information.

2

Do they know the host?
Ensure your child understands that they should not join any meeting unless they know the host. You should also be aware that they could be entering a meeting with people that they don't know.

3

Profile info
Your profile photo/name and notes are public so make sure your child understands not to include any private information.

4

Reporting
Ensure your child knows how to report inappropriate users (go to https://support.zoom.us).

5

Security
Make sure that your child uses a secure password and does not share this password with anybody.

Zoom Help Center: https://support.zoom.us/hc/en-us

As always, have regular chats with your child about what they are doing online and also join in so you can see for yourselves. It's really important to make sure that your child knows that they should talk to you or another trusted adult if they have any concerns.