Birdville ISD Technology and Digital Learning

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Web Conferencing with *Zoom* in Birdville ISD

Birdville ISD staff, teachers, and students use Zoom for robust meetings and instruction through audio, video, file, and screen sharing.

Staff and student safety and privacy is our number one priority, in face-to-face or online settings. While no technology can ever be 100% secure, we believe, based on our admin settings, and security and safety procedures utilized by our teaching staff, that our students' safety and privacy are being upheld.

Zoom bombing isn't new and has been happening for years on many different web conferencing platforms when proper settings/setup guidelines aren't followed. Teachers *never* share Zoom classroom/meeting details (meeting ID and password) on any public forum, such as social media or even a school's website.

The information below further explains what we do at the District level, what our teachers are doing at the classroom level, and what Zoom is doing at the platform level to address these concerns.

School District Settings and Best Practices

- Students are not allowed to create accounts, nor do they sign in to the Zoom platform to access their teachers; they use a private, secured link given to them by their classroom teacher.
- Students are not allowed to join the meeting before the teacher arrives.
- Passwords are required for meetings.
- Teachers may temporarily remove an attendee from the meeting.
- Teachers are the only ones allowed to share the screen (by default).

Teacher Best Practices

### BEFORE class begins, the teacher sets the meeting controls in their Zoom settings to:

- Restrict annotation to prevent students from annotating on shared content or show the names of individuals annotating.
- Disable "Join before host" so students can't join the meeting before the teacher is ready.
- Require a meeting passcode to join.
- Disable screen sharing for users (students must ask for permission to share).
- Teachers review [Responsible Use](#) and Digital Citizenship guidelines with students.

DURING the meeting, the teacher uses the "Security" button to:

- Lock the virtual classroom once class starts so no one else can enter.
- Force all new participants joining a meeting to enter the Waiting Room (where the teacher can admit them on an individual basis).
- Enable or disable participants from sharing their screens.
- Disable the chat feature to prevent participants from chatting with each other.

DURING the meeting, the teacher uses the "Participants" button to manage students' audio/video:

- Disable video for all or individual students. Note: Teachers have the "Mute/Unmute individual" option in Zoom for situations where students may not have the ability to unmute themselves, such as:
    a. Classes for grades K–2, who may not know how to operate their microphones.
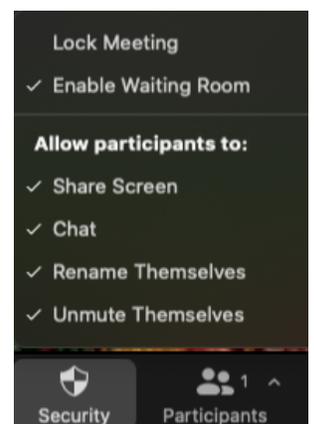
b. Classes where students have physical or other constraints preventing them from accessing the mute controls.
c. Physical exercise classes where students may be placed at a distance from their devices.
d. Music lessons where a student is playing an instrument.
- Remove participants from the meeting (and they are not allowed to rejoin) or place participants in the waiting room (where they can be readmitted).

Zoom Platform Settings

- Zoom keeps privacy and security top of mind for all end users. Find resources and features on how Zoom secures your data and protects students' and teachers' privacy.
- Read more about [Zoom Privacy and Security](#)

Birdville ISD pledges to continue to do our research and talk to industry experts to make sure we are doing what is best at this unique time. We are also monitoring all aspects of this new learning environment and will certainly make changes as needed.