The following Diocesan Guidelines for setting up Zoom meetings should be adhere to:

1. Virtual Parental Consent Form completed: Please remember that the obligation to obtain parental consents, are required, as it pertains to students and their data rests with our parishes.

2. All catechetical sessions with students under the age of 18 are to be held with two compliant safe adults (Trained and Background Checked). One compliant safe adult should be the catechist and the second compliant safe adult present can be either catechist aid or a parent of one of the students (please refer to the Parent Volunteer Requirements.)

3. Set meeting up to use Meeting ID with Password and/or enabling waiting room (always use one or the other, or both). Also, turn off "Join Meeting before Host arrives."

4. Do not record program sessions with students under the age of 18 unless you have approval from the Office of Faith Formation or the Office of Youth and Young Adults and your pastor; and you have secured the proper parental consent prior to engaging in a recorded session.

5. Prevent Participants from Screen Sharing: In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options. Under "Who can share?" choose "Only Host" and close the window.

6. Disable private chat: To ensure that students focus on the lesson at hand, meeting hosts can limit students' ability to chat amongst one another while a meeting is in session or in-meeting chat can be disabled in its entirety. For instructions, please see: https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-disabling-in-meeting-chat

7. Supervised Account Creation: Students under the age of 18 should not go to www.zoom.us to create an account because (i) they should only be joining Zoom meeting sessions as participants and (ii) minors are not permitted to create an account per Zoom's Terms of Service.

Zoom Options for Classroom Management
(Based in the "School Administrators' Guide to Rolling Out Zoom")

The meeting host has a variety of controls they can use to secure their meeting. For more information, visit https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting

- Disable Group Messaging account-wide or restrict student IM contacts: You can restrict the usage of Group Chat and Instant Messaging (out of meeting chat) or limit chat only to certain contacts such as Instructors or Counselors, restricting the possibility of students posting or disclosing any personal information to other students publicly. This can be done with IM groups. For instructions please see: https://support.zoom.us/hc/en-us/articles/203749815-Managing-IM-groups

- Lock the Meeting: when you're in the meeting, click Participants at the bottom of your Zoom window. In the participants' pop-up box, you will see a button that says Lock Meeting. When you lock the meeting, no new participants can join, even if they have the meeting ID and password.

- Expel a Participant: in the participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick a participant out of the meeting. They can't get back in if you then click Lock Meeting.

- Disabling Video: Instructors can turn participant video off and request to start participant video. This will allow instructors to block unwanted, distracting or inappropriate gestures on video.

- Mute participants or Mute All: Instructors can turn mute / unmute participants or all. This will allow instructors to block unwanted, distracting or inappropriate noise from the meeting. [Tips and Tricks for Teachers Educating on Zoom | March 2020 |](#)

- Attendee On-Hold: if you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate this feature.

- Review the Zoom for K-12 Schools & Districts Privacy Policy available here: https://www.zoom.us/docs/en-us/childrens-privacy.html which is designed to reflect Zoom's compliance with the requirements of COPPA, the California Consumer Privacy Act ("CCPA"), the Federal Education Rights and Privacy Act ("FERPA"), and other applicable law.