

## Zoom Tips and Concerns

- 1) MinnState has assembled lots of good information and helpful hints not only for Zoom but other enterprise applications and for “alternative delivery methods” in general. It is all posted at <https://asanewsletter.org/academic-continuity/>.
- 2) The system office’s contract with Zoom covers most privacy and intellectual property concerns. A summary is available on the page above. This is also true for other services provided by MinnState like D2L and Kaltura.
- 3) Some best practices for Zoom meetings:
  - a. Use a waiting room for your meetings (recently enabled by default by MinnState but may not apply to meetings that were already scheduled).
  - b. Direct students to login using the StarID either by going to <https://minnstate.zoom.us> or <https://zoom.us> and using the login with SSO option. Students using this option will bypass the waiting room for your meetings.
  - c. Put a password on all your meetings (also now enabled by default)
  - d. Consider using a different ID for each meeting or course rather than using your Personal Meeting ID. That keeps students from another course or meeting from accidentally joining a meeting for a different course.
  - e. Don’t get ZoomBombed. Check out MinnState’s guide on avoiding ZoomBombing <https://asanewsletter.org/wp-content/uploads/2020/04/Reducing-the-Likelihood-of-Zoombombing.pdf>
- 4) Be careful posting student images or voices to public websites, you need their permission to do so. There is a sample form to use to get permission from students posted on the website above. Here a document from the MinnState Office of General Counsel on recording lectures: [https://mnscu.sharepoint.com/:w:/r/teams/SO-AcademicContinuity-Team/\\_layouts/15/Doc.aspx?sourcedoc=%7BBC58D19E-5A11-4223-8AA5-FF7298EFE56C%7D&file=20200323%20Guidance%20and%20FAQ%20re%20Distance%20Learnin](https://mnscu.sharepoint.com/:w:/r/teams/SO-AcademicContinuity-Team/_layouts/15/Doc.aspx?sourcedoc=%7BBC58D19E-5A11-4223-8AA5-FF7298EFE56C%7D&file=20200323%20Guidance%20and%20FAQ%20re%20Distance%20Learning%20via%20Zoom.docx&action=default&mobileredirect=true)g%20via%20Zoom.docx&action=default&mobileredirect=true (may require you to log in using your StarID credentials)
- 5) There have been a lot of security flaws identified in Zoom recently. This is probably more because Zoom currently has a very high profile. Most issues have been addressed but there are still some waiting to be addressed.
- 6) Even though Zoom may have some issues, please be careful about using other services like those provided by Google, Skype, etc. The agreement you must click to sign for those may have problems since they have not been reviewed. In particular the personal versions of those tools may not be FERPA compliant, may not protect intellectual property rights, and/or may not be allowed for State of Minnesota employees.
- 7) We strongly discourage the use of a MinnState licensed Zoom account for conducting MSCF business, such as chapter meetings. Our concern is that any data related to those meetings would be subject to a data information request and could be used by third-party anti-union groups to attack us as they have done in other instances. Please contact one of the officers for options for chapters. Webex and GoTo meeting also have free accounts and avoid personal and state accounts getting mixed up. You can also keep personal and state accounts separate by using Mozilla or using a browser to log in instead of the Zoom app.