

OTC Requirements for Using Zoom in the Classroom

Note: This does not pertain to video content you record that does NOT include nor identify an OTC student.

If you are going to use Zoom synchronously or asynchronously in a classroom, you are required to abide by the following items:

1. [OTC Policy 5.15](#) (“Standards of Student Conduct”) still applies to all Zoom sessions.
2. Do not require your students to have their video turned on when streaming Zoom synchronously. Remember, all students may not have adequate internet bandwidth to live stream Zoom sessions with their cameras turned on.
3. Do your best to ensure students aren’t in the recorded classroom video.
4. Do not share your Zoom session or classroom recordings with anyone not enrolled in your course.
5. Only share your recording links or live Zoom links through secure OTC communication channels such as Canvas or OTC email.
6. Never publicly post a video or video link that includes any OTC student. This includes Facebook.
7. Use Zoom to record video and save video to your OTC Zoom cloud.
8. Do not use your personal YouTube account to post videos.
9. Do not upload video files to Canvas. If you wish to share a Zoom recording with your students, post the Zoom cloud recording link in Canvas.
10. Do not download your Zoom video. It can be saved on your OTC Zoom cloud, where it can be linked to Canvas to share with your students.
11. To promote accessibility compliance (ADA Section 508) any video you create should be closed captioned. Zoom has a feature that will do this at a basic level. You should check the video captioning for accuracy and edit as needed prior to sharing.
12. If you see or hear something of concern through Zoom regarding a student, file an [OTC Cares report](#).

Zoom Netiquette:

- Ensure that all students' microphones are muted at the beginning of class.
- Use the raise hand and chat feature to call on students.

Additional Resources:

[OTC IT Zoom Resources \(Technical, Physical, and Classroom Support\)](#)

[Zoom Pro Account \(greater than 40 minutes\) Requests](#)

[Center for Academic Innovation Zoom Resources](#)

[Zoom's How-To Videos](#)

[Zoom and FERPA Compliance](#)

[Zoom HIPAA Compliance Guide](#)

[OTC's FERPA website](#)

[FAQ's on Photos and Videos under FERPA](#)