Requirements For Utilizing Zoom Meetings With Minors

Things To Know Before Setting Up a Call
1. A signed CONSENT FORM FOR APPALACHIAN VIDEO CONFERENCING YOUTH PROGRAM must be obtained before students can participate in a session. The camp director must check that all students present have submitted these forms. CCS can collect these forms on behalf of the program/camp and verify with the camp director that all campers have completed the form.
2. All camp program staff members will need to read the following before hosting the online camp:
   a. Appalachian Guidelines on Video Conferencing Youth Programs
   b. Minors on Campus Policy 111.1
   c. Reporting Child Abuse and Neglect Policy 111.2
   d. Best Practices for Online Interaction with Minors
3. Appalachian State University employees must use the University’s institutional Zoom (zoom.appstate.edu) and act as the “meeting host.” You may not accept invitations from external platforms or use free versions of Zoom (or other video conference platforms) hosted by external parties.
4. During the call, the host will be responsible for ensuring a minor is accompanied by an adult in the immediate vicinity and a minor under the age of 13 should never be left home alone throughout the call.

Things To Do When Setting Up A Zoom Call
1. As the meeting host, you will be responsible for setting up the meeting link, call in number, and meeting ID for the Zoom call. You should work with CCS to distribute the Zoom invitation details to registered participants and their parents or guardians. Make sure that only program staff, participants, and their parents or guardians receive this link when setting up the call. More information about how to set up a meeting can be found online. Use the Zoom Help Center for short how-to videos for practically everything. If you have questions about Zoom related to a service at Appalachian, please call Tech Support at 828-262-6266 or, for more complex questions or teaching issues, fill out a support ticket with as much detail as possible.
2. Do not post Zoom invitation details or links on social media or public forums where others may be able to discover and connect to these Zoom sessions without authorization.
3. Starting the meeting in waiting room mode if participants are not yet logged on.
4. Sessions may not be recorded.
5. Disable private chat functions in Zoom when sessions are started (see instructions below).

**Instructions For Disabling Private Chat**

**Controlling Chat Access**

Meeting and webinar hosts can control whether participants can chat with everyone, with panelists and the host (for webinars), or only with the host.

1. Start a meeting or webinar as host.
2. Click Chat in the Meeting Controls.
3. At the bottom of the in-meeting Zoom Group Chat window, click More, and then choose an option for Allow attendees to chat with “No one”. (see screenshot below)