

Mitigating Risk on Zoom

VPC has set up our Zoom accounts with the security features in the tables below. The tables designate which groups employ which features. Some features are optional and the use of them is decided by the group leader. Though group leaders are trained to mitigate risk, please keep in mind that participants have personal responsibility for their own safety. Everyone should be vigilant in their awareness of who they are participating with in meetings. If you see something odd, say something so that the meeting host can appropriately respond.

A note for parents of children and teens: All Next Gen Ministry meetings are monitored by multiple staff members and volunteers; however, parents are ultimately responsible for their children’s online safety. Please be aware of what’s happening in meetings and who the group leaders are.

Account Level Security

- The features in the following table are set up prior to meetings through the VPC Zoom account settings.
- “In Use” means these features are employed by the type of group listed.
- “Optional” means that VPC leaders for the type of group listed can request that VPC add these settings to their group meetings.

Security Feature	Description	Children, Teens & Special Needs Adults	Adult Public Meetings	Adult Private Meetings
Meeting Host	Monitors meetings; enables cohosts	In Use	In Use	In Use
Disabled Screen Share	Participants cannot screen share. Only meeting hosts and cohosts have this ability.	In Use	In Use	In Use
Disabled File Share	No files can be shared/sent in meetings. This is a chat box feature that is disabled.	In Use	In Use	In Use
Disabled Private Chat	Participants cannot privately chat with each other, but can send private messages to the host or cohost. Host and cohosts can still chat with each other which is helpful for monitoring meetings.	In Use: Private chats with children/students are not to be initiated. If a private chat is received, then the response needs to be to the entire group.	Optional	Optional
Disabled Join Before Host	No one can enter a meeting before the host.	In Use	In Use	Optional
Meeting Registration	Participants sign in before entering, allowing VPC to track attendance by email and name.	In Use	In Use	Optional
Waiting Rooms	Participants begin in an individual waiting room and can only join meetings with permission from the host or cohosts.	In Use: CM & SM participants’ video must be on when entering the meeting and remain on until and unless Host allows them to be turned off.	In Use	In Use
Meeting Passcodes	Can be enabled prior to meetings so that everyone has to enter a passcode to be able to attend.	Not in use as waiting rooms provide pre-entry security	Not in use as passwords inhibit public invitations	Optional
Disabled Cloud Recordings	No one can record meetings to Zoom cloud accounts, however the meeting host and cohosts can locally record to their computer if needed.	In Use	In Use	In Use

In Meeting Security

- The features in the following table are controlled during meetings by the group host or cohosts.
- “In Use” means that VPC group hosts are required to use these features for the type of group listed and are responsible for controlling them.
- “Optional” means that group hosts choose whether or not to use these features for the type of group listed.

Security Feature	Description	Children, Teens & Special Needs Adults	Adult Public Meetings	Adult Private Meetings
Meeting Cohosts	The meeting host can enable an unlimited number of participants to help monitor by giving them cohost abilities.	In Use	In Use	Optional
Removal of Participants	Once removed by a host or cohost, a participant cannot reenter the meeting without permission from the host.	In Use	In Use	In Use
Voice Control	Hosts and cohosts have the ability to mute all participants.	In Use	In Use	In Use
Video Control	Hosts and cohosts have the ability to turn all participant videos on or off.	In Use	In Use	In Use
Name Control	Hosts and cohosts have the ability to rename participants and turn off participants’ ability to rename themselves.	In Use	Optional	Optional
Lock Meeting	Host and cohosts can lock a meeting after it starts. No one else can enter, even with a password. This is optionally in use for all meetings because poor Wi-Fi connections can bump participants out of a meeting and they wouldn’t be able to get back in.	Optional	Optional	Optional
End Meeting	Hosts can immediately shut down the whole meeting if other security measures fail.	In Use	In Use	In Use
Using Waiting Rooms for Discipline	Hosts and cohosts can put participants back into a personal waiting room during a meeting if their behavior warrants a “time out”. They can also message personal waiting room if they have instructions for the participant, such as behavior modifications they need to make.	In Use	Optional	Optional
Saving Chat Messages for Reference	Hosts and cohosts can save the chat box feed to their computer* (not the Zoom cloud) for reference. *Transferred daily to VPC Public Drive	In Use	Optional	Optional
Recording Meetings for Reference	Hosts and cohosts can record the meeting to their computer (not the Zoom cloud) for reference.	In Use	Optional	Optional