

Using Zoom for Teaching

Zoom can be used for teaching, but:

- **This is by exception only;**
- **It may only be used as a synchronous tool and;**
- **Permission must be granted prior to its use.**

Wherever possible you should use Blackboard Learn and Collaborate as the primary delivery methods for teaching or by using Microsoft Teams meetings when appropriate.

You will therefore need to supply a strong business case detailing why neither Blackboard nor Microsoft Teams are suitable for use – for instance that you are collaborating on teaching with a professional body or external organisation that is unable to use Blackboard or interact with our implementation of Teams.

Should you wish to apply to use Zoom for teaching activities you must be aware of the following:

1. A School which wishes to use Zoom for teaching must pay for the appropriate licenses.
2. UEA does not have an overarching data processor agreement with Zoom, nor have we undertaken any formal assessment of Zoom's technical security measures. Therefore, great care should be taken to ensure that no learning related files are uploaded to Zoom, and any collection or exchange of personal data while using the platform is kept to a minimum. Zoom should not be used for any teaching activities that will involve the use of sensitive (special category) personal data.
3. Zoom lacks the ability to automatically generate alternative versions of documents for download in an accessible format in the same way that Blackboard does.

Learning materials and objects should therefore continue to be hosted on Blackboard.

4. LTS or local support will not be able to set up Zoom groups for you, responsibility for administration will lie with the academic colleague in charge of the activity.
5. There will be only limited CSED training for staff on using Zoom. You may find [Zoom's own guidance](#) useful as a starting point.
6. If you use Zoom for a teaching session then you **must** record attendance
7. Any chat as part of a zoom teaching session must be removed 90 days
8. It is possible to record teaching sessions that take place via Zoom. This must be done in accordance with the University's [Lecture Capture Privacy Notice](#) and the current version of the [Lecture Capture Policy](#). You will have responsibility for ensuring the recording is downloaded from Zoom and made available to students via the Echo360 library.

To apply to use Zoom you must complete [this form](#).

The form will be sent to a Sub-Committee of the Technology Enhanced Learning Committee (TELC). They will respond to discuss your requirements and subsequently inform you as to whether the application has been successful.

If your application is approved you will be required to provide signed copies of Zoom's Global DPA and Standard Clauses to the TELC Sub-Committee who will inform the University's Information Compliance team that the applicant will be using Zoom for teaching purposes.

The use of Zoom for teaching will be subject to periodic review and update.