

OLLI AT AU PRIVACY AND SECURITY (Updated 1/22/2021)

OLLI at AU uses a paid Zoom Education account for our classes. Our licenses allow us to hold classes simultaneously with up to 300 participants in each meeting. We also have one webinar account which we use for lectures or large classes, which allows up to 500 participants. OLLI staff monitor meetings to assist in troubleshooting.

To provide as much security and privacy as possible, OLLI staff manage our Zoom licenses and meeting settings, schedule all meetings, and send meeting invitations. This means that one or two staff are managing this process instead of 90-plus Study Group Leaders.

Many Zoom users are aware of only those controls she/he views in a meeting, for example, Mute/Unmute or Start/Stop Video. However, Zoom provides more than 65 settings for each meeting. OLLI staff determine the settings to make them consistent across classes. Below are some of the steps we take and settings we use to protect our meetings and participants:

- All OLLI study groups are private. We do not post our invitations on our website, on social media, or in any public sphere. Only OLLI members and staff can attend. This is our first defense against “Zoombombing” in which uninvited guests post racist, obscene, or pornographic language or images.
- We only allow meeting Hosts (SGLs) to “share screens” (for example, to display a PowerPoint presentation or YouTube video). Should an outsider get into an OLLI meeting, she/he would not be able to post any images or write any messages.
- When OLLI classes are recorded, notification will be announced on Zoom, and “Recording” will appear on participants’ screens. No participant names will be recorded. Participants may Stop Video to prevent their image from being recorded.

What OLLI Members and SGLs Using Zoom Should/Should Not Do

As with any other technology, OLLI is dependent upon its members and staff to use Zoom in a responsible and ethical manner.

- Do not share any OLLI meeting invitations or Meeting IDs with others.
- Do not record any OLLI meeting without the permission of the host and participants.
- Keep your Zoom software updated by accepting updates or downloading them from <https://zoom.us/download>.