

OLLI AT AU SECURITY, PRIVACY, AND RECORDING POLICIES (Updated 8/17/2021)

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 1,000 participants. OLLI staff monitor meetings to provide technical supports.

To provide as much security and privacy as possible, only OLLI staff manage our Zoom licenses and meeting settings, schedule all meetings, and email meeting invitations. This means that one or two staff manage this process rather than w90-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 100 settings for each meeting. OLLI staff determine the appropriate settings for our classes and 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, our Study Group Leaders, 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.

Recording Policy

Before the semester, via email, Study Group Leaders are offered the opportunity to opt out of class recordings. During the semester, recording of a class can be halted at any time by the SGL by contacting the OLLI Office. Class recordings are only available to members registered for the current academic session (short, mini, or semester). Recordings remain available for viewing for the length of the session plus an additional one or two weeks. They are intended for those who may miss a class session and as a bonus for others who want to view a class for which they are waitlisted. No participant names are recorded. Recordings are linked to pages on the OLLI website (under the “Study Group” menu) each afternoon after classes end for the day. Recordings may only be viewed. They cannot be downloaded. No recordings will be used for any other future purpose without express discussion with and permission from SGLs.

OLLI at AU is working to establish a digital recordings library. The library would include selected recordings that have been compiled and edited, for example, to delete technical glitches or other unwanted material. Any recordings selected to be added to the library will be done only with the SGL’s permission. To be able to prevent any inappropriate use of the recordings, OLLI presently intends to include a copyright notice. OLLI would be claiming copyright on the editing and production of the recordings. Although a notice is not necessary to claim a copyright, SGLs are also entitled to include a copyright notice on the creative material that they have created. To enforce a copyright claim, it is necessary to register the copyright with the Library of Congress. OLLI does not intend to do that except in the highly unlikely event that it becomes

necessary to prevent an improper use. In that event, OLLI would also notify the relevant SGLs who, if they so choose, could also register their copyright claims.

All Zoom invitations will include the Recording and Privacy notice below for recorded sessions:

"This class is being recorded. We strongly encourage class participation, but if you do not wish to be recorded, you may turn off your video and refrain from speaking or using the chat function."

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>.