Trinity United Methodist Church Video Chat Guidelines

Introduction:

Technological advances continue to make communication easier and more convenient. Incredible ministry can take place using modern technology, but as with all forms of ministry there are some inherent risks involved with the use of electronic communication. There is no such thing as privacy on the Internet. Consider anything and everything on the internet as public information.

Video chatting can be especially dangerous if not done in a careful, intentional manner. Use this guide when creating a video chat session or participating in a video chat session.

Hosting a Video Chat Session:

- ➢ Take time before hosting your first session to familiarize yourself with security settings and other preferences
- ➢ Keep all video chat information (chat link, ID, password, etc.) private; do not post the chat link on Trinity's website, newsletter, or social media pages
    - o Share video chat information only through email
- ➢ Use a password for all video chat meetings
    - o Be sure to email this to all invitees prior to the start of the meeting
- ➢ Turn on your Waiting Room
    - o You can then invite participants one by one or all together
- ➢ Lock your meeting if all attendees are present
- ➢ Turn off private chat option unless specifically needed
- ➢ Never record video chat sessions
- ➢ Any virtual ministries or meetings including children or youth under the age of 18 must be set up through Pastor Erin as there are additional guidelines that must be met

Attending a Video Chat Session:

- ➢ Be respectful and courteous to all others in the session at all times
- ➢ Wear appropriate clothing and be cognizant of your backdrop
- ➢ Ensure that your display name reflects your own or your household's name
- ➢ If you notice something out of the ordinary, such as a user you don't recognize in the session, immediately bring it to the host's attention
- ➢ Never take screen shots, recordings, or capture any of the video chat unless given explicit permission by the host
- ➢ Never share your video chat login information, user ID, or password with anyone

For more details about utilizing Zoom, check the following links:

Best Practices for Securing Zoom Meetings:
https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf

School Administrator's Guide to Rolling Out Zoom:
https://zoom.us/docs/doc/School%20Administrators%20Guide%20to%20Rolling%20Out%20Zoom.pdf