

## ***Web Conferencing Policy (Proper Usage of Zoom)***

- Date:** February 19, 2015
- Purpose:** To outline acceptable use of Zoom, Otis' proposed web conferencing tool.
- Scope:** All Otis College of Art and Design students, faculty, and staff.
- Discussion:** Otis College of Art and Design ("the College") provides access to a web-based conference platform, Zoom, to support the faculty/instructors and staff in their day-to-day college-related tasks and to provide students with needed resources for their classes. Although limited personal use of this system is allowed, the College has established proper use guidelines for the resource. The College may inspect and monitor such use at any time, and may revoke access if warranted. **No individual should have any expectation of privacy for messages or other data recorded in the College's systems.**
- Access:** All Undergraduate and Graduate students attending the College, and all staff and faculty/instructors currently working at the College will have free access to create a Zoom account. Extension students will have access to Zoom upon special request to the IT Helpdesk department.
- Details:** The following points define proper use of Zoom at the College:
1. No use of Zoom (described above) should ever conflict with the primary business purpose for which it has been provided, considering the College's ethical responsibilities and applicable laws and regulations.
  2. Excessive personal use of the system will not be permitted; the system is intended and provided for College business purposes, including instruction delivery and educational value.
  3. The College may inspect and monitor Zoom data and communications at any time.
  4. All data in the College's computer and communications systems (including documents, other electronic files, and chat messages) are the property of the College.
  5. Zoom may not be used to create or transmit material that is derogatory, defamatory, obscene, or offensive. Such material includes but is not limited to, slurs, epithets, or anything that might be construed as harassment or disparagement based on race, color, national origin, gender, sexual orientation, age, disability, or religious or political beliefs.
  6. Zoom may not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

**Revisions:** 02/19/2015 – Created  
04/29/2020 - Updated