**History**

During much of 2020, to make our PTSA meetings as accessible as possible, we posted the link and passcode for Zoom on the PTSA website and advertised the meetings on FB/E-News/Peachjar. In November, two people Zoom-bombed our public meeting. They typed racist statements while impersonating other participants in chat, made verbal sexual remarks, and used their camera to show inappropriate images. The event was recorded and our PTSA VP filed a police report. A public apology and resources for trauma were posted on our website.

Out of this came our Zoom Best Practices. For non-public meetings, chairs have the discretion in how to conduct their Zoom meetings. However, for publicly posted events we have the following recommendations:

**One-time setup in Zoom, under Settings:**

1. Enable “Waiting Room”. This prevents people you remove from re-entering the meeting easily.
2. Enable “Meeting Passcode”.
3. Enable “Require passcode for participants joining by phone”
4. Enable “Mute all participants when they join a meeting”
5. Allow “Screen sharing” but with “Host Only”
6. Disable “Annotation”
7. Disable “Whiteboard”

**When scheduling a meeting:**

1. In Zoom, for “Meeting ID”, choose “Generate Automatically” instead of using the Personal Meeting ID.
2. Have people sign up for the event through Eventbrite or a similar mechanism that requires a verified email address.
3. Before the meeting, email the Zoom link to participants. Do not share the link publicly.

**After starting Zoom with your co-host there (but before participants join):**

1. Designate co-hosts. To do this, hover your mouse over your soon-to-be co-host’s image, click on “...” in the upper right corner, and select “Make Co-Host”. Co-hosts can help admit people from the waiting room, watch for inappropriate behavior and remove people, if necessary.
2. Do not allow participants the ability to unmute themselves. Hosts can change this under the Security button by unchecking “Unmute Themselves”. Without this setting, if you mute someone for inappropriate remarks, they can simply unmute themselves and continue. After verifying participants, the host may allow them to unmute one-by-one by hovering over the person’s image and then clicking on “Ask to Unmute”.
3. Do not allow participants to change their names. In the Security button, uncheck “Rename Themselves”. This prevents participants from impersonating others in chat. If needed, hosts can change the name of a participant if requested.

Any comments or questions? Please email IHPTSACommunications@gmail.com