Zoom Terms of Use for Students

Last update: 29.10.2020

Using Zoom, data is transferred to the USA. KIT does not operate the service itself and, therefore, cannot guarantee the confidential handling of your personal data. However, due to its Privacy Shield certification and the standard stipulations of the EU Commission concluded with KIT, Zoom Video Communications Inc. is obliged to ensure a level of data protection that is in line with the EU (see the Privacy Statement for the use of Zoom at KIT: [https://my.scc.kit.edu/shib/zoom.php](https://my.scc.kit.edu/shib/zoom.php)).

For lecturers and university staff the use of Zoom is voluntary.

For further information concerning data protection and IT security of Zoom at KIT, please refer to [http://www.zml.kit.edu/corona-live-vortrag.php](http://www.zml.kit.edu/corona-live-vortrag.php).

The voluntariness also applies to students. They may not be forced to participate in Zoom-sessions. Students are allowed to and should participate with an alias of their own choice in order not to have to divulge their name to Zoom. Registration and, thus, the creation of a Zoom-account is not necessary for students.

Zoom provides two options: hold lectures or seminars online. This document describes how you as a student can participate in such online lectures or seminars and which opportunities of interaction Zoom provides for students. Alternatively, real-time communication via screen conferencing is also possible with MS Teams. This variant is also available to students among themselves. For MS Teams see [http://www.zml.kit.edu/corona-online-seminare.php](http://www.zml.kit.edu/corona-online-seminare.php) and [http://www.scc.kit.edu/dienste/ms-teams.php](http://www.scc.kit.edu/dienste/ms-teams.php).

At KIT, Zoom is used for general fields of application during the corona-restrictions:

Application A: Online lecture. This scenario usually consists of two parts: in the first part of a lecture held by lecturers. In this part, you can only ask questions utilizing the chat or you can participate in surveys. Your audio or video should be switched off in this part. Lecturers may optionally record the lecture part and make it available on ILIAS. If you activate your camera by mistake, your video image will be shown to everyone but will not be recorded.

In the second part, after finishing the recording, students can participate switching on their microphone and activate their camera if they wish.

Application B: Online seminars are generally not recorded, hence more interaction is possible. It is not allowed to record online seminars via Zoom for reasons of data protection. Online seminars with Zoom allow teachers to use an online room in seminar-like teaching scenarios together with students. In these online seminars all participants can participate voluntarily via audio and, if desired, also via video. Everyone has the opportunity to show content from their computer via screen sharing. On a whiteboard or via the comments on screen sharing, everyone can add notes with simple drawing tools.
For group work, a seminar can also be divided into so-called breakout rooms, hence the students can be temporarily divided into small groups during the seminar. Presentation tools for lecturers are provided by Zoom.

All these recommendations aim at using data sparingly

Overview

Zoom Terms of Use for Students

Note on Data Protection

Initial steps

Installation of Client or App

Virtual Lecture Halls or Seminar Rooms

The Link to the Virtual Lecture Hall or Virtual Seminar Room

Interaction options during the course

Enable custom audio or video

Use the chat for questions

Pipe up

Group work in breakout rooms

End of the lecture or seminar

Info & Contact Details

License indications

Impressum

Legal advice

Legal indications are labelled in red.
Important advice is labelled in yellow.
Additional information is labelled in blue.
Note on Data Protection

Zoom is currently a good way to carry out the teaching despite corona measures. Nevertheless, it is important to point out that ...

- Zoom is a cloud-based service
- data are transmitted to servers in the USA
- Zoom is subject to the common data protection guidelines
- Students should participate in lectures and seminars without their own Zoom-account and registration
- every user decides for himself/herself whether he/she wants to use Zoom.
- No user (as usual regarding concerns of internet usage) should transmit sensitive data via Zoom - neither spoken nor in chat.
- Participation in online lectures or online seminars must always be voluntary
- You can also participate without the Zoom-app using your browser (Edge or Chrome).
- Neither webcam nor headset is necessary for participation, usually, speaker and microphone are sufficient.
- You can participate using a mobile device as well – such as a smartphone or tablet.

Please respect the personal rights of your teachers in this situation as well as they respect your personal rights. Teachers decide for themselves whether they are willing to record their voice and video and make them available via ILIAS.

Students are not allowed to make recordings by screen-filming or the like, nor are they allowed to film in the lecture hall and, therefore, can be prosecuted or sued.
Initial steps

With Chrome or Edge browsers, participation in Zoom-meetings or online lectures does not require special Zoom-software. To participate using a mobile device, the app must be installed.

Installation of Client or App

You can download the app here: https://zoom.us/download. For more information on downloading the clients, please visit https://support.zoom.us/hc/de/articles/201362233-Wo-lade-ich-die-neueste-Version-herunter-.

For security reasons, it is important to keep the app up to date.

Virtual Lecture Halls or Seminar Rooms

The Link to the Virtual Lecture Hall or Virtual Seminar Room

Teachers usually provide information on access via ILIAS in the form of a link. Such a link has the form: https://zoom.us/j/829309741?pwd=dU9scWlWZUhPY09RYXpEXQWVBY01Edz09

For security reasons, KIT virtual rooms each have a meeting ID and a password. Therefore, access is only possible via the link or the meeting ID and password.

Do not share the link, meeting ID, and password with third parties or publish them on websites or social media services. This information must be kept confidential. Violation may result in criminal prosecution.

When clicking on the link, the Zoom-website opens:

![Zoom website](zoom)

If Zoom-software is installed, you will be asked if you want to open the room in it; otherwise, you can also participate via the browser.
**Zoom for the first time**
The first time you use it, you must agree to the Zoom Privacy Policy and Terms of Use.

Come in, sit down
You have now clicked on the link and agreed to the terms of use and can enter the virtual lecture hall or seminar room. If it is indicated that the meeting has not yet started, you must wait until the lecturer has entered the room. Until then you will be in a virtual waiting room. Do not close the browser or the app.

Screenshot-combination
From here you will automatically enter the lecture or seminar room as soon as the lecturer has started the meeting.
If the teacher is virtually present yet, you will be shown a dialogue to enter an alias name or your proper name. The meeting password is already prefilled due to the participation link.

Screenshot

Pay attention to your personal data. Participate with an alias of your own choice and not with your real name. You can not be obliged to participate with a real name.

**Interaction options during the course**

**Enable custom audio or video**
If you want to be seen yourself, you can turn on your camera in the lower control bar. You can also switch on your microphone there if you want to contribute to the course.
It is advisable not to switch on the video function, especially for large events or poor Internet connection, in favour of transmission.

If the class is being recorded and you do not agree with a recording of your image or voice, turn off both your camera and your microphone. If you switch on your camera, you are — according to the standard presetting — not recorded. Sound, however, transmitted via microphone would be recorded. Lecturers, therefore, usually disable the students microphones in the presettings. Please help and make sure that both your camera and your microphones remain switched off during the lecture part.

Use the chat for questions

Open the chat window on the right. In the lower part of this chat window you can always ask your lecturer, even though the class is recorded and you do not want your voice to be recorded.
Pipe up
Frequently, questions arise from the lecture content. You have the opportunity to draw attention to your question by pressing the raise-hand-button.
In interactive lectures, the virtual hand-raising also allows you to contribute something to the topic.

Use the comment function
Lecturers can share presentations and teaching materials with you. If the comment function has not been deactivated in the presetting, you have the opportunity to mark areas with a pencil or to click and type text at the desired position.

Start and end screen sharing
You as a student can also share your presentations or exercise sheets with everyone on request. To do so, you must first request permission from the teacher (host).
With this permission, you can select the "share screen" icon at the bottom of the control bar.

Please make sure that you have already opened the content you want to share. Browsing files takes time.
You should also close private chats or email programs before.

Group work in breakout rooms
For partner or group work, instructors can distribute you in virtual group work-rooms - so-called breakout rooms. These breakout are not recorded by the lecturers.
Once the group work is finished by the teacher, the group members have 60 seconds to say goodbye.
Of course, you can also return to the virtual lecture hall by clicking on it.
End of the lecture or seminar

After the time expires, the teacher ends the online session. They are then automatically removed from the room and can close the browser window or the program or app.

Info & Contact Details

License indications

These instructions and the digital teaching materials by the Center for Technology-Enhanced Learning (ZML) at Karlsruhe Institute for Technology (KIT) are licenced with Creative Commons BY 4.0 International.

Impressum

Publisher: Karlsruher Institut für Technologie (KIT) Kaiserstraße 12 76131 Karlsruhe

Kontakt Karl-Friedrich-Str. 17 76133 Karlsruhe Deutschland Tel.: +49 721 608-48200 Fax: +49 721 608-48210 E-Mail: info@zml.kit.edu