

## Handout on How to use ZOOM in Courses at Humboldt-University

To implement the summer semester 2020 as a pure online semester, the Humboldt-University has decided to purchase software licenses from the video conferencing provider ZOOM. The main benefit of the platform will be - in times of physical distancing - the possibility of actively exchange for lecturers and students, but also between students. Due to the (involuntary) switch to online teaching and the introduction of ZOOM as a new tool for its implementation, there is a need for a common understanding for dealing with the new situation and the new tool.

This handout of the Task Force Digital Teaching intends to set a proposal for a common, binding approach to ZOOM in HU courses. This proposal focuses on clear information, transparent communication and a fair and responsible handling of ZOOM. It should inform the users of ZOOM (organizers and participants) about their rights, duties and possibilities in dealing with ZOOM. It is coordinated with the data protection officer of Humboldt-University and written in a way that it should be applicable to most of the courses taking place.

1. Parts of the courses will be organized by HU-ZOOM this semester. ZOOM primarily serves the active exchange between members of the Humboldt-Universität (lecturers, students and other employees) during periods of physical distancing
2. Parts of the courses can be recorded in ZOOM to make them accessible to students who cannot attend the synchronous ZOOM meetings and to provide them to all participants for preparation and follow-up. In HU-Zoom only the organizer has the possibility to make a recording.
3. The basic settings of HU-ZOOM are set up in such a way that all participants can decide before the start of an event whether they want to activate their microphone and/or camera. In their profile settings, all participants can also decide how openly they want to be recognized by their fellow students (profile photo/avatar, name, first name). When using the ZOOM client, the organizers (usually the instructors) can always see which e-mail account (usually a HU account) is used to participate in the session.
4. The organizer, usually the lecturer, is responsible for recording the event; in the case of student events or committee meetings, the inviting person is usually responsible.
5. HU-ZOOM established that it is not possible to record a course with/in ZOOM without the participants being aware of it. The organizers are requested to inform the participants about the recording before starting the recording, to refer them to the information about the recording of a course and to inform them that they have to switch off their cameras and microphones if they do not want to be recorded. At the start of the recording, ZOOM will inform the participants in writing that the recording has started and remind them to turn off their microphone and camera. The message remains visible in the window until the participant has reacted actively (by clicking on it). A recording in progress is indicated to all participants in the main window by a flashing red recording button and the message

"Recording in progress". The message appears even if the microphone/camera is switched off before entering the meeting.

6. Participation in recordings is **voluntary**. All participants have the right not to be recorded (right to informational self-determination). Recordings may not be compulsory or have any influence on the evaluation of participation, nor may there be any "gentle pressure" for active participation in sound and image. If students do not want to be recorded, no disadvantage must result from this decision. They must still be able to participate in the event.
7. ZOOM only records the active speakers during a recording, i.e. usually the lecturers and all participants who want to be recorded with sound/pictures. **Active speaking with a microphone or camera is therefore considered as consenting to the recording.** Participants who do not wish to be recorded can use the chat function to ask questions and participate in the discussion. Chat content is not visible in the video recording, but will be made available to the organizer as a text file after the recording is finished. (Therefore, only messages with a direct reference to the event should be exchanged).
8. Participants who have participated in a recording with word and/or image contributions have the **right to object to the publication of the recording at any time**
9. They must contact the person responsible for the course in writing. In order for this to happen before publication, the person responsible for the course and participants should agree on a fixed deadline (e.g. 6 hours/24 hours) for such reports. The relevant sections of the recording must then be cut out or otherwise made illegible. The person in charge of the course is responsible for revising the recording. An objection can still be made after publication.
10. Personal data (including pictures and sound recordings of persons) may only be stored for a specific purpose and for a limited time (principle of data economy). The recorded person must be informed about the purpose of the recording, the duration of the storage and the type of publication of their data. The use for teaching recordings is usually to support the independent preparation and follow-up of the course, the duration of storage for this purpose usually corresponds to the duration of the course (until the end of the current semester or the end of the period for re-examinations). The recordings are usually intended for publication and use in Moodle (storage in the media repository with integration into the Moodle course for the course). The circle of authorized users is thus clearly limited to the participants of the event. Deviations from these rules are possible in justified cases, but must be clearly communicated to the participants. The right of objection of the participants remains independent of this.
11. There is no general right to a recording of all zoom events. Where the teaching and learning material can be made available in other ways (e.g. scripts for longer contributions, slides for presentations, summary minutes of discussions), these are sufficient from the point of view of data economy and accessibility. It is important that participation in the course and knowledge acquisition is also possible outside of synchronous zoom meetings.

**Note:** The recording of courses without the knowledge and consent of the recorded participants is a violation of the personal rights of the persons concerned and punishable under §201a StGB. The passing on and distribution of recordings made for a specific course beyond the limited circle of participants of the course (usually the registered participants of the corresponding Moodle course) is also a violation of the personal rights of the persons concerned according to §201a Abs.1 Nr.4 StGB and possibly also a violation of the artistic copyright (§33 KunstUrhG) of the teacher. Both are punishable by law.

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