



Head of School: Jo Davies
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Thursday 7th May 2020

Dear Families,

'The Zoom Bomb' Phenomenon

I hope this letter finds you all well. Yesterday, we received guidance from Surrey and Sussex Police regarding the safe use of Zoom. Zoom has become increasingly popular as we have had to find alternative ways to communicate with our friends and families. 'Zoom Bombing' is where uninvited users gain access to the meeting for nefarious reasons.

How do you use Zoom?

The Zoom app is available on a range of devices, enabling communication between a range of devices. Subscribers can use a paid-for licensed version or a free version which has some restrictions. Upon registration, users are allocated a Personal Meeting ID which can then be used to host a meeting. It is not necessary to register with Zoom to participate in a meeting – all you need is the meeting ID which is made available by the host and the Zoom software. If inadequate settings are applied to the meeting, it may be vulnerable to Zoom bombing. There the host must make some basic precautions.

What precautions should I take when using Zoom?

Before starting the meeting, hosts should ensure the following settings are applied:

Make the meeting private - this can be done in two ways...

- 1) By requiring a password to access the meeting
- 2) Use the 'waiting room' to control the admission of participants. In the latest version of the Zoom software, the default setting for the 'Waiting Room' feature is set to 'enabled' and passwords are also issued by default.

Manage your participants

- Remember – links to meetings (invitations) should only be sent to those individuals you wish to participate.

Consider other options like video and audio use and set your requirements accordingly. When you have created the meeting, it is important to review additional security options. These are particularly important if you are hosting a public or open meeting.

To prevent 'Zoom Bombing' you will need to set some options for **participants** and **screen sharing**. Moving your mouse over the meeting window will show the options bar at the bottom of the window. From here you can access the 'Share Screen' menu. Click 'Advanced Sharing Options...'

In the 'Advanced Sharing Options...' window, under the section 'Who can share?' select the option 'Only Host' and close the window. This will ensure that no other participants can share any part of their screen with the meeting. Use the 'Share Screen' icon on the main Zoom window to select what you wish to share in the meeting.

Now, select 'Manage Participants'. A new window will appear to the right of the main 'Zoom' application where you can see details of participants. To change settings, click the button with three dots in the bottom right corner of the screen. To prevent unwanted audio interruptions, select 'Mute Participants on Entry' and deselect 'Allow Participants to Unmute Themselves'.

The screenshot shows the Zoom interface with the 'Share Screen' menu open, displaying options: 'One participant can share at a time' (checked), 'Multiple participants can share simultaneously', and 'Advanced Sharing Options...'. Below this, the 'Advanced Sharing Options...' window is shown with settings for 'How many participants can share at the same time?' (One participant can share at a time), 'Who can share?' (Only Host), and 'Who can start sharing when someone else is sharing?' (Only Host). The 'Manage Participants' window is also visible, showing options like 'Mute Participants on Entry' (checked), 'Allow Participants to Unmute Themselves' (unchecked), 'Allow Participants to Rename Themselves' (checked), 'Play Enter/Exit Chime' (checked), 'Enable waiting room' (checked), and 'Lock Meeting' (checked).



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Zoom meetings can be recorded but please ensure participants are aware of any recording being created. For more information regarding Zoom please visit <https://zoom.us/docs/en-us/covid19.html>.

Following this advice will help to ensure that our children and yourselves are able to continue to safely communicate with family and friends.

Kind regards,

Mrs Davies and the QE Staff