



Guidelines on Conducting and Participation in Zoom Sessions
And
for Access and Use of Zoom Sessions

To limit COVID-19 related disruption to the academic progress of students attending Alliant International University campus-based programs, the administration approved for such courses to be transitioned to a distance learning environment with live Zoom class instruction temporarily replacing on-ground class instruction.

This guideline is intended to guide faculty and students in conducting and participation in Zoom classes and in the recording, accessing and use of recorded Zoom sessions. These guidelines will apply during the time that Alliant has announced plans to transition on-ground class instruction to distance Zoom class instruction.

Students are hereby informed that Zoom classes will be conducted and recorded by faculty to ensure access by students who may otherwise be unable to attend classes synchronously. Students enrolled in a course offered having a Zoom components expressly consent to the recording of their voice, video, image, , likeness or to screenshots during Zoom classes.

Faculty and students are required to comply with the following guidelines for conducting and participating in Zoom or for accessing a recorded class:

- It is encouraged but not required to have cameras on and active during a Zoom class. Cameras may be paused or turned-off during approved breaks or to attend to emergent family/household needs (i.e. childcare)
- For the student to receive credit for attendance during the Zoom class, faculty must be able to either: (i) see the student, and/or (ii) hear the student, and/or (iii) determine presence of the student via chat box entries.
- Background noise or extraneous disruptions should be minimized.
- Students shall follow instructions provided by the faculty.
- Zoom classes are only to be recorded by the faculty. Students are hereby informed that Zoom classes will be conducted and may be recorded by faculty to ensure access by students who may otherwise be unable to attend synchronously.
- Class lectures are intended for use in personal studies ONLY.
- Courses and Zoom sessions are the intellectual property of Alliant International University, and comments made by my classmates are their own intellectual property.
- No external device may be used to record or otherwise capture the Zoom class. Recording of communications without proper consent or authorization may be illegal under California law, and in violation of University Policy.
- Recorded sessions may not be given to others, uploaded to file-sharing sites, posted to the internet, provided to media, or shared in any other way or with any other person without prior express written consent of all parties.

- Recorded sessions may not be used in any way against the faculty, other lecturer, or students whose classroom comments are recorded as part of the class lecture.
- Classroom discussions or other activities that involve sensitive material, self-disclosure or other confidential discussions are not appropriate for notetaking or recording.
- To comply with FERPA and HIPAA requirements, no private or otherwise protected information shall be shared during a Zoom class.
- When appropriate, the faculty may cease recording of discussions or other activities that involve sensitive material, self-disclosure, or other confidential discussions.
- Students unable to attend a Zoom class synchronously must inform the faculty at the earliest possible time.
- In the event of an excused absence, the faculty may approve alternative assignments for the student to satisfy attendance requirements.
- In the event of a cancellation of a synchronous Zoom class, the faculty shall arrange for a make-up session at the earliest date practicable.
- Students needing accommodations based on COVID related matters or family matters in any week(s) should contact their instructor and / or the program director.
- *If a student has a disability that qualifies under the American with Disabilities Act (ADAAA) and requires accommodations, he/she/they should contact the [Office of Accessibility](https://studentservices.alliant.edu/alliant-student-services/accessibility-services/) for information on appropriate policies and procedures. (<https://studentservices.alliant.edu/alliant-student-services/accessibility-services/>)*

Alliant International University reserves the right to amend/update these guidelines at any time. Students will be notified of any updates accordingly.

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