



Lynn Public Schools Zoom Tips

For LPS Hosts

1. Share invitations only with people who should see. Do not post meeting links in public places.
2. Turn off "Join before host." Use the waiting room to accept students in.
3. Do not record students or take snapshots.
4. Disable private chats.
5. Choose your space carefully – quiet distraction free setting for participants to see and hear you. When sharing screen, be aware of windows and screens you have open.
6. Create and share norms.
7. Mute all participants before the meeting starts. Use nonverbal protocol (hand raising) to allow students to ask questions.
8. Do not use breakout rooms unless there is an adult for each room.
9. Turn on host only screen sharing.
10. Have students use their first name and initial when signing in or rename them.
11. Lock your classroom once you start so there are no unwanted participants.
12. Use "remove" to exit unwanted participants.
13. Use the group chat feature to share links and answer questions.

For LPS Students

1. Use the link to join your meeting, but don't share with others or post on social media unless host gives permission.
2. Do not take pictures or screenshots of the meeting to post publicly.
3. Choose your space carefully – quiet distraction free setting for participants to see and hear you.
4. Follow the norms set by the host.
5. Keep yourself muted when you are not speaking.
6. Raise your hand or use the chat to ask questions.
7. Be kind.