TAPROOT THEATRE
A C T I N G   S T U D I O

Zoom Safety Guidelines

In order to keep our Zoom meetings secure and to ensure students' safety while using Zoom, Acting Studio teachers and staff are trained to follow [Zoom's outlined best practices for securing our classrooms](#).

These best practices include, but are not limited to:
- E-mail invitation link, Meeting ID, & password are required to participate in meetings.
- All video guests enter a "Waiting Room" and an Acting Studio staff member will manually accept guests to enter the meeting.
  - **Please use student's first name and last initial as your display name. If we do not recognize your display name, we will not let you into the meeting.** *(To quickly change your Zoom display name: click the "..." button in the corner of your video screen OR right click your video, then select "Rename.")*
  - Students should not rename themselves during a meeting unless it's to use a nickname they will use all week or if asked by the teacher to use a "character name" when we record a play or scene.
- Zoom's new "Security" button provides immediate tech support help.
- Only Acting Studio staff and teachers have the ability to screenshare and will only use this function to share class related materials.
- Students can use the chat function to communicate via text to everyone publicly or with the teacher privately but they cannot privately message other students.
- Breakout rooms may be used to split students into multiple groups to work on specific materials. There will always be an Acting Studio teacher or intern in each breakout room.
- **Sometimes a student wants to take a break, observe as an audience member or try something without being seen by other students. Students will be allowed to turn off their cameras and participate in an exercise without being seen or to watch an exercise with their camera on or off.**

What do I need to have or understand to make virtual theatre camps effective?
- Internet connection.
- Dedicated phone/tablet/computer for student during class time.
  - Device should have working speaker(s) and microphone. Headphones with a built-in microphone can be helpful, but not required.
  - It is easier to see all of your classmates while using a computer.
  - Many school districts are allowing students to retain loaned equipment through the summer. Check with your school!
- It is helpful to download the Zoom app, but the web client functions as well.
  - [Quick Guide to Joining a Meeting (for beginners)](#)
  - We recommend students that are able familiarize themselves with these Zoom functions before the first day of camp:
    - Mute/unmute
    - Gallery/Speaker view
    - Video on/off
    - Hide participants that have their video off
    - Changing screen name (use student first and last initial of last name)
    - Raise hand/thumbs up/clap reactions
    - Chat window
- Space to move that has good lighting so we can see you. A space free from distractions if it all possible.
- Certain class materials will be made available via email or web links. You may print at home or refer to them on-screen.