

## Guidelines for the Use of Video Conferencing Tools/Services

Miriam College (MC) provides different video conferencing tools for faculty, staff, students, or users with authorized user credentials. The use of the tools is for school and work related activities only.

### A. Types of video conferencing tools

1. GMeet
2. Microsoft (MS) Teams
3. Zoom

### B. Assumptions

1. GMeet and MS Teams are accessible to authorized users assigned a school issued GSuite and/or Microsoft accounts.
2. The subscribed Zoom accounts are assigned to various units and registered with the username and password of a designated person-in-charge.

Unit / Office	Capacity	Person-In-Charge
CSC	300	Genevieve Atalig
LS	300	Karen D. Francisco
MS	300	Coney Pallones
HS	300	Alfred Sanchez
MC Nuvali	300	Christine Joy Corsiga
SDTEC	300	Emma Igos
HSSIC	300 (1000) Special Acct.	Indo Ibanez
CAS	300	Julie Ann Tolilic
CBEA	300	Chrissel Santos
CEd	300	Sarah Jean Gamboa
OVPAA	300/1000	Kristine Payuan / Jennifer Villareal

NOTE: The HSSIC and OVPAA have upgraded Zoom accounts that can accommodate more participants, registered with the username and password of a designated person-in-charge.

3. All Zoom accounts may be used on a first come, first served basis in coordination with the respective account persons-in-charge.
4. Zoom accounts may be used in any of the following situations:
  - a. The number of participants exceeds the usual number of participants in a GMeet or MS Teams. *This statement may be true in all video conference platforms and not only GMeet.*
  - b. The participants include persons who do not have MC-Knoller accounts and therefore cannot access GMeet links created in our school's LMS or join a GMeet session.
  - c. The participants are mostly non-students of MC.

- d. Other situations as approved by the unit administrators.
- C. Security Guidelines (in compliance with DOJ Advisory and NPC Guidelines)
1. Persons-in-charge should not share their usernames or passwords with anyone.
  2. Ensure that the waiting room is enabled.
  3. Participants of a-video conference session/event should be instructed to
    - a. change their names to their real / official names instead of nicknames or other unidentifiable names in order to be admitted into the video conference session/event.
    - b. enter the video conference session/event with mic on mute and video off.
    - c. use the chatbox appropriately and only when instructed.
    - d. turn on their mics and videos for verification purposes if and when prompted by the host or organizers.
  4. Event organizers, persons-in-charge, middle managers, and administrators have a right to not accept a request to join the video conference room or remove a participant from the event if a person is unidentifiable, questionable, or displays poor or inappropriate decorum.
  5. Details of the video conference ID and passwords should not be shared on social media or with the general public. These details must only be sent to the intended participants.
  6. Regarding Video Conference Recording:
    - a. Inform all participants beforehand if the event will be recorded, and for what purpose. Their permission might likewise be sought.
    - b. Access to the video conference recording should only be given to the person identified by the unit in charge of the session/meeting/activity.
    - c. Once the identified person of the unit in charge of the activity has downloaded the video conference recording, the person-in-charge of the activity will delete it from the data storage or Cloud. A local recording on the other hand, may be kept by the person-in-charge of the video conference session/event for documentation purposes.
    - d. Video conference recordings are stored for purposes of creating minutes/documentation only. The video, or parts of it must not be shared in social media or to anyone.

However, screenshots taken with permission from participants may be shared or uploaded in MC's social media.

#### D. Guidelines for Use

1. The use of GMeet and MS Teams for video conference is accessible to MC employees through their login credentials.
2. To use the Zoom account, inform the person-in-charge of the request to use the Zoom account via email at least 24 hours before the schedule. Include the following details:
  - Date
  - Time
  - Duration of event
  - Title of event or meeting
  - Sponsoring/organizing group
  - Approximate number of anticipated audience members
  - Name of primary host
  - Name(s) of co-hosts
3. Person-in-charge of the Zoom account will turn over the host setting to either the primary host of any of the co-hosts indicated in the original request 30 minutes before the designated schedule or at a certain time as agreed upon by both parties.
4. The turnover will follow this procedure:
  - a. Move the cursor to the name of the intended primary or co-host.
  - b. Click "More."
  - c. Click "Assign as host / co-host."
  - d. Inform the new host / co-host of the change in setting.
  - e. Leave the meeting.
5. The requesting party should inform the person-in-charge and the ICTO Helpdesk at [helpdesk@mc.edu.ph](mailto:helpdesk@mc.edu.ph) if there were any concerns that came about during the period that the Zoom account was used by the requesting party.