Guidelines for Online Classes at Seisen University [for faculty]

<div align="right">Educational Support Center</div>

These guidelines provide two points that faculty members should follow from an information security perspective when conducting online classes at Seisen University. To ensure that students feel comfortable participating in online classes, please adhere to the following. **In particular, the settings for Zoom are stricter than those at the start of the first semester of the academic year 2020**, so please read the manual "Using Zoom with a Seisen Email Address (for Faculty members)" carefully and confirm the settings.

1. When using "Zoom" to hold class(es), be sure to use a "Zoom account issued by Seisen University".

For increased security and to help students feel comfortable displaying their faces and names in class, starting June 1, 2020, all faculty and students at Seisen University will use Zoom with a Seisen email address issued by Seisen University and using "Google Sign-In". Please be sure to read "Using Zoom with a Seisen Email Address (for Faculty members)" to confirm or change the settings and do the necessary work.

As a result of this change, only "Seisen University class(es)" can be hosted on the Seisen Zoom account. Please note that the following examples are all banned.

✖ It is not allowed to host your class(es) at Seisen University with a Zoom account issued by another university.

✖ It is not allowed to host your class(es) at other universities with a Zoom account issued by Seisen University.

✖ It is not allowed to host your class(es) at Seisen University with an individually contracted Zoom account.

In addition, even if the student is in Seisen University, on the principle that only students who have registered for the class will participate in the class, the following uses should also be avoided.

✖ You are not allowed to use one meeting room in Zoom as a common meeting room with other classes. If you have no choice but to use the room, you can use the "waiting room" to prevent students from coming in for the next class. (please refer to the manual for settings.)

Educational Support Center can intervene online in a Zoom class if it appears that an off-campus third party is participating in the class, or if an account that appears to be a student interferes with the class proceedings. If you need an intervention, please send your name and course name to zom-admin@seisen-

[u.ac.jp](u.ac.jp) using your Seisen email address.

2. If you use "Zoom" or other similar technology to conduct simultaneous interactive classes with video and audio, you are required to record the class. If you share the recordings with your students, please use Google Drive with your Seisen account.

In the event of class trouble, such as a third-party intrusion, if there is no evidence, such as a video recording or audio recording, it may be difficult to deal with. It also protects from recording and capturing screens for learning purposes and sharing them via email and social networking sites therefore, students are informed that "The faculty member will record video and audio in the class. If it is necessary for your learning, please let the faculty member know". In order to preserve evidence and to prevent unintentional invasion of privacy by students, Educational Support Center as a general rule asks that classes be recorded. For instructions on how to record, please refer to the manual "How to Record a Class in Zoom and Store the Data".

It is not required that the recording of the class be made available to students. The faculty member in charge of the course can decide whether to release the video based on the student's attendance and understanding of the course, as well as the characteristics of the course. If you want to share the video with your students, please upload it to Google Drive with your Seisen account, share it exclusively to a Seisen account, and create a link to Manabi no Izumi with a note task. For more information, please refer to the manual "How to Post the Recorded Zoom Data on Manabi no Izumi".

Whether it's an online class or a face-to-face class, the fact remains that faculty and students create a class through interaction. Trust is an essential part of our mutual interactions. To provide a basis for trust, we ask for confirmation of identity, limit class participants, and protect privacy. Please preserve the evidence in case of an unexpected situation. Thank you for your cooperation.