

## Zoom Privacy Practices and Recording Guidelines

It is the University policy that “Class meetings recorded by the instructor may be shared with students in the class for instructional purposes related to this class. Students are not permitted to copy or share the recording with others.” Please review the Johns Hopkins University “[Guidelines for Recording with Zoom](#)” for more information.

The CoursePlus Syllabus tool has an optional section titled, “Zoom Privacy Practices and Recording Guidelines” with example text linking to the most recent version of these guidelines.

If needed, faculty should add this section or other course-specific instructions and/or information that is related to Zoom sessions in their course. For example, *“All lecture Zoom sessions will be recorded in this course for review purposes. Lab sessions, however, will not be recorded. If you have privacy concerns about Zoom recordings in this class, please contact the course instructor.”*

Or, *“We encourage you to be on camera for class discussion in Zoom sessions; however, we respect your right to participate via audio and/or text chat. Names will be shown during the live session but they will not be retained in the recording.”*