

Important: Taking Classes on Zoom (1/3)

● Do Not Violate Privacy or Copyright

It is easy to record classes, faculty, or students in an online classroom, but sharing these images or recording without permission on SNS or other services may violate privacy or copyright laws. Please take care to avoid such behavior.

The following behaviors may violate the privacy or image rights of others:

- Recording audio/video of instructors / students without permission.
- Sharing recordings on SNS without permission.

The following behaviors may violate copyright:

- Taking audio/video recordings or pictures of lectures or student presentations
- Sharing others' works without permission

● Do Not Use Multiple Devices

Each participant in a class is limited to the use of one (1) device. The number of participants is limited, so if a single user uses multiple devices (PC + smartphone, etc.) then they are counted as multiple participants which may prevent other students from being able to enter the classroom. Please be sure to limit yourself to the use of one device.

● In-Class Display Names

In class, your display name is very important information for the course instructor. Please don't use nicknames. Your display name should be the name associated with your Zoom account (full name in romaji). In some cases the course instructor may request that you change your name during class. Please follow the directions of your course instructor.

Important: Taking Classes on Zoom (2/3)

● Follow Good Classroom Etiquette

Please observe good classroom etiquette to ensure everyone can take their online classes comfortably.

Good Classroom Etiquette

- ☑ Please turn off your mic when not speaking so noises don't disturb others.
- ☑ Take class from home with the same attitude as in the classroom (ex: do not be too casual, do not eat, etc.)
- ☑ Do not use the annotation function to doodle when others are screen sharing.
- ☑ Do not join classes for which you are not registered.
- ☑ Do not use the chat function unnecessarily.

- ☑ Do not use virtual backgrounds or profile pictures that might make others uncomfortable.

*Please use APU-designated virtual backgrounds. In principle your profile pic should be a picture of yourself, but it may be possible to use other pictures after considering their religious and/or political implications.

Important: Taking Classes on Zoom (3/3)

● Rules for Virtual Backgrounds

Students are permitted to use virtual backgrounds, but we recommend you only use APU-designated virtual backgrounds during class. This is to ensure that inappropriate images do not interfere with others' educations. APU's virtual backgrounds can be downloaded from [here](#).

Please note, the virtual background function may not be available on all devices.

● Don't become a nuisance

Recently there have been some reports of malicious people who joined Zoom meetings. APU has done our best to put measures in place to help prevent this, but it is impossible to prevent completely. As an APU student, it is very important that you do not permit such behavior, or do it yourself. A manual on recommended Zoom Security Settings has been uploaded to the Zoom page of the Academic Office website, so please read through it and follow the rules when hosting a Zoom meeting.

● Internet connection too weak and can't join the class?

If you are suddenly disconnected, try rejoining the class a few times. If you still can't rejoin the class, please email your course instructor as soon as your internet reconnects. Please continue trying to enter the class if possible. (Some instructors may lock the classroom after class starts. In that case, you will not be able to enter the room.)

If you can't enter the room...

- Try improving your network connection (change networks, move closer to your Wi-Fi router)
- Close any unnecessary programs
- Double-check that there are no errors in the Meeting ID or Meeting password
- Restart your PC or smartphone