

College guidance for use of video conferencing tools

To all teaching staff

It has come to our attention that staff are setting up free Zoom accounts with the intention of using this to video conference learners as part of their online lesson delivery.

The College recommends the use of our VLE (Moodle) and the College email system only for sharing of work and communication with learners.

You **MUST NOT USE** any video conferencing services with your FE learners and apprentices (unless they are at their place of work) to safeguard everyone.

Please note that specific arrangements have been agreed for HE teaching staff delivering to HE students and those arrangements apply.

Kind regards

Chris Adams

Director of Information and Learning Technologies | Colchester Institute & University Centre
Colchester

Sheepen Road, Colchester, Essex, CO3 3LL