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## HOW TO PREVENT RECORDING IN ZOOM

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The BSA [Digital Safety and Online Scouting Activities](#) page states, “Do not record online activities/meetings that include youth participants.” Some examples include pack/den meetings, troop/patrol meetings, Scoutmaster conferences, and Boards of Review. This policy also applies to any portions of a roundtable that may involve youth, such as the opening and closing or presentations given by youth, *unless certain criteria are met*. For specific guidance on this, see the Recording section of the Frequently Asked Questions on the [Roundtable Support webpage](#).

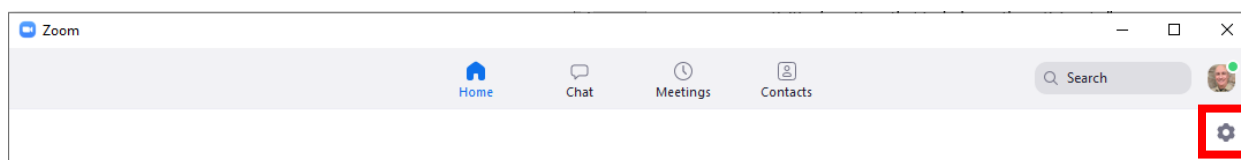
### PREVENT RECORDING IN ZOOM IN TWO STEPS

By default, Zoom allows recording by both the host and participants, and it is not obvious how to turn off that capability. Hosts of online activities/meetings should turn off the recording option as follows:

#### 1. Sign In to Zoom

The Recording option can only be turned off from the zoom.us website. It cannot be turned off in the settings in the Zoom app or with the controls available within the videoconference. Prior to starting the videoconference, the host needs to sign in to the zoom.us website in one of two ways:

- Directly at <https://zoom.us/signin>, or
- If signed into the Zoom app, navigate to Settings > General and click **View More Settings**.



Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Start Zoom when I start Windows

When closed, minimize window to the notification area instead of the task bar

Use dual monitors

Enter full screen automatically when starting or joining a meeting

Automatically copy invite link once the meeting starts


Ask me to confirm when I leave a meeting

Show my connected time

Remind me  minutes before my upcoming meetings

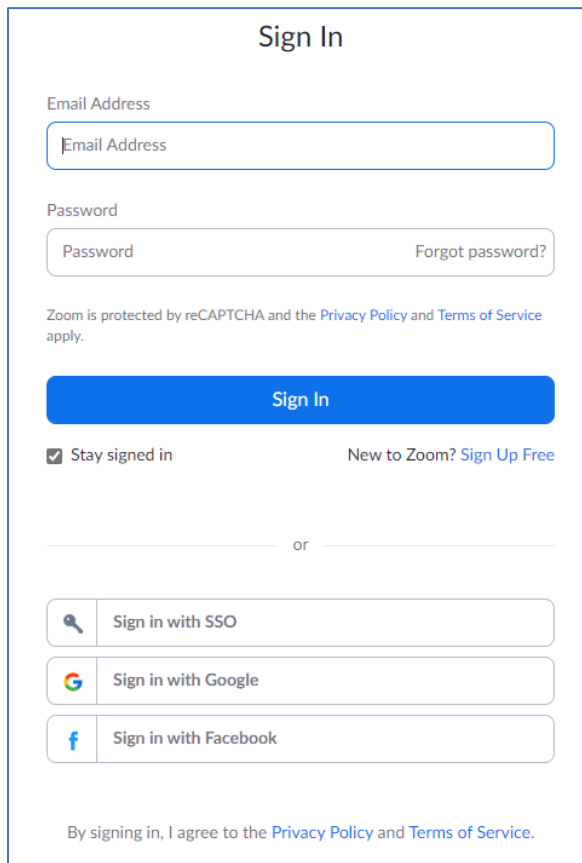
Stop my video and audio when my display is off or screen saver begins

**Reaction Skin Tone**



[View More Settings](#)

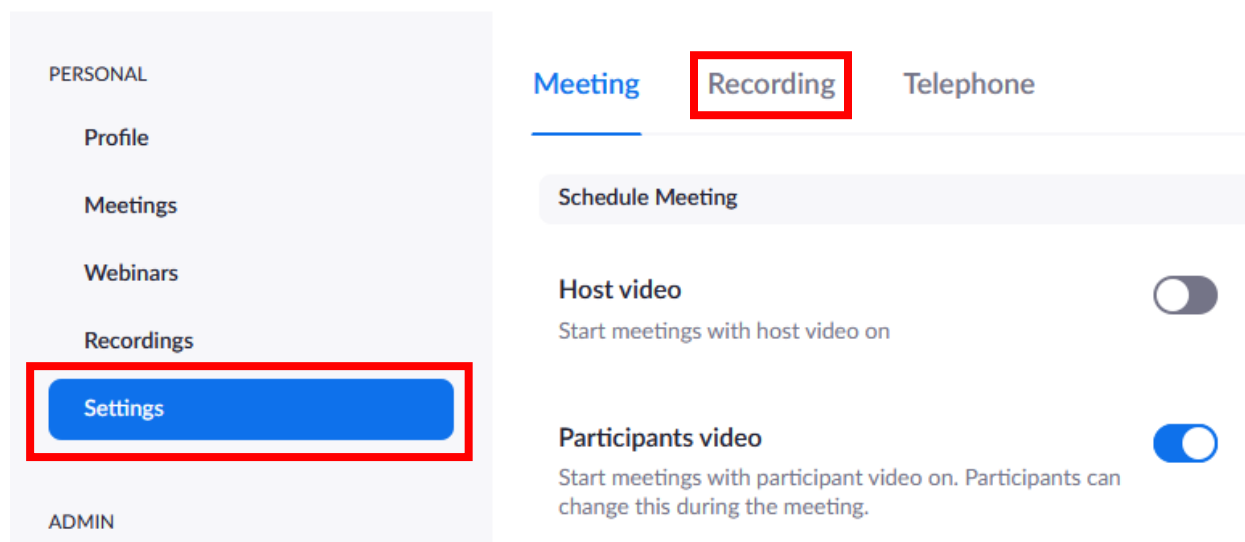
The **Sign In** page will be displayed. Sign in to your Zoom account.



The image shows the Zoom Sign In page. At the top, it says "Sign In". Below that, there are two input fields: "Email Address" and "Password". The "Password" field has a "Forgot password?" link next to it. Below the input fields, there is a line of text: "Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply." Below this is a large blue "Sign In" button. Underneath the button, there is a checked checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free". Below this is a horizontal line with "or" in the center. Underneath the line are three buttons for social sign-in: "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook". At the bottom, there is a line of text: "By signing in, I agree to the [Privacy Policy](#) and [Terms of Service](#)."

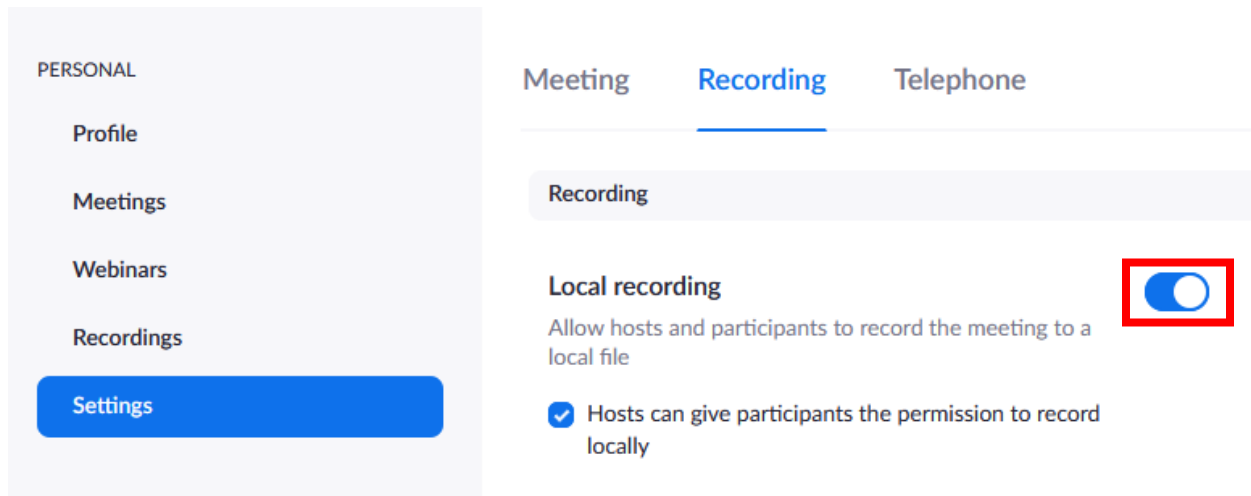
## 2. Update Recording Settings

On the **PERSONAL: Settings** screen, click the **Recording** tab:

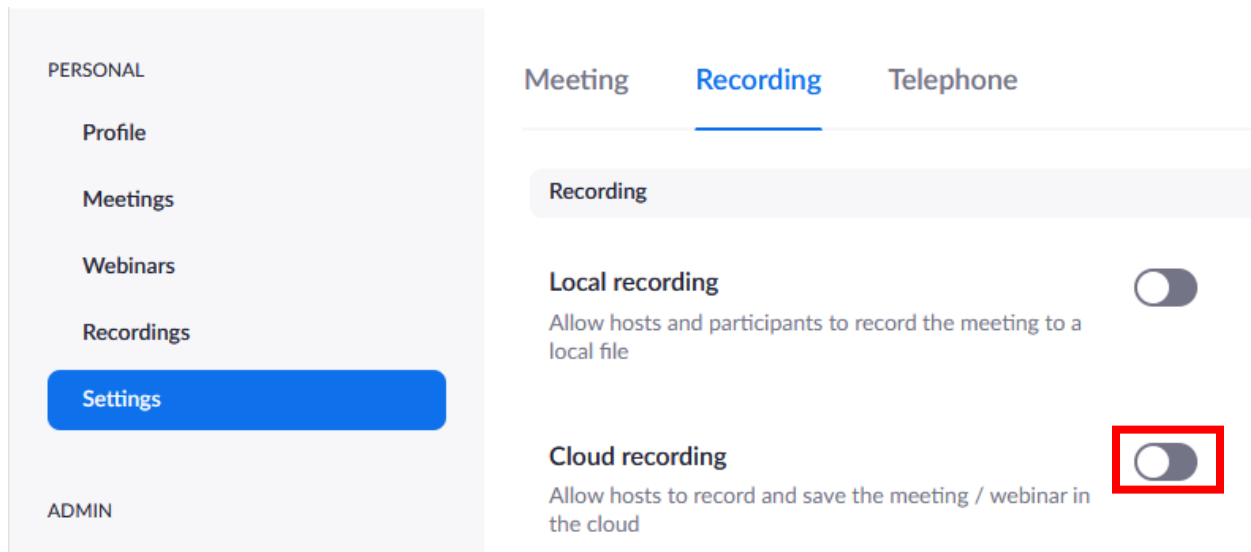


The image shows the Zoom Personal Settings screen. On the left is a sidebar with the following items: "PERSONAL", "Profile", "Meetings", "Webinars", "Recordings", and "Settings" (which is highlighted with a red box). Below "PERSONAL" is the "ADMIN" section. On the right, there are three tabs: "Meeting", "Recording" (which is highlighted with a red box), and "Telephone". Below the tabs is a "Schedule Meeting" button. Underneath are two settings: "Host video" with a toggle switch that is currently off, and "Participants video" with a toggle switch that is currently on. The "Host video" setting has a description: "Start meetings with host video on". The "Participants video" setting has a description: "Start meetings with participant video on. Participants can change this during the meeting."

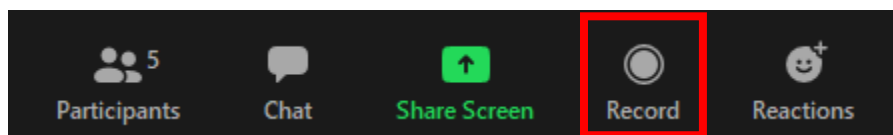
Click the toggle for the **Local recording** setting so that the **Record** option will not be displayed during any videoconference that you host.



Hosts with a paid Zoom account also need to turn off the **Cloud recording** setting:

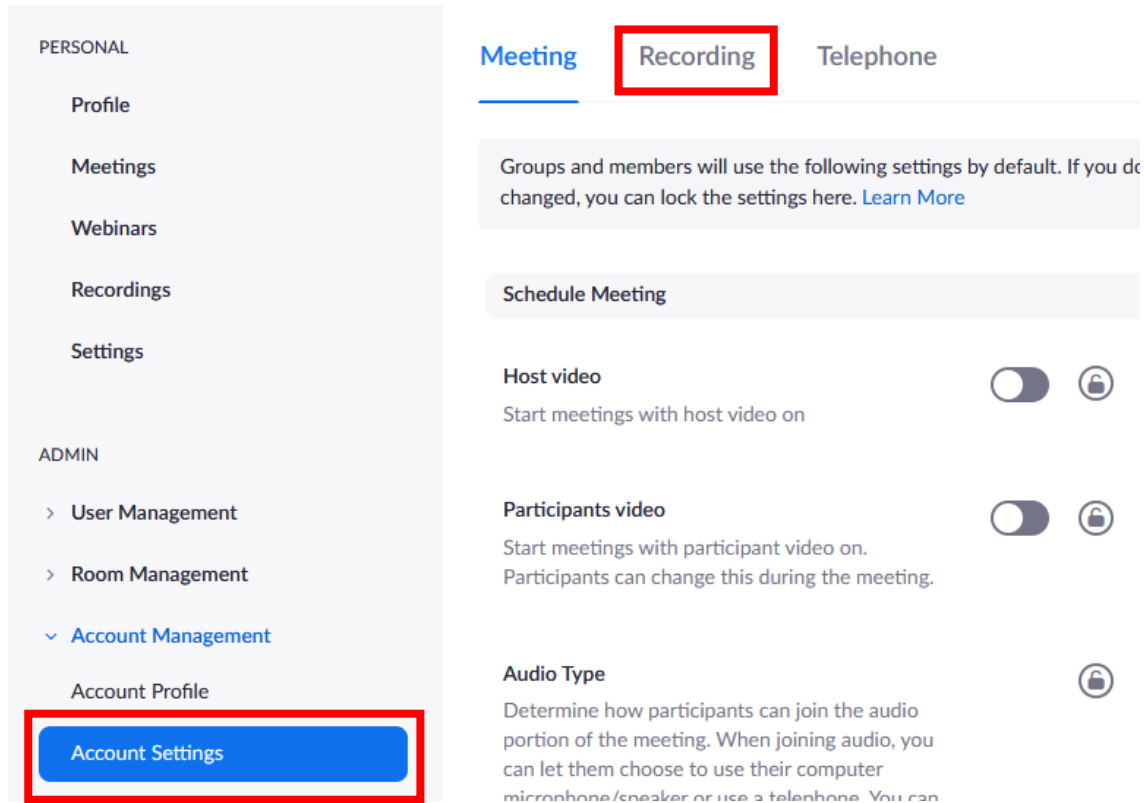


After making those changes, the **Record** option shown below will no longer be displayed for the host or participants during a Zoom meeting:

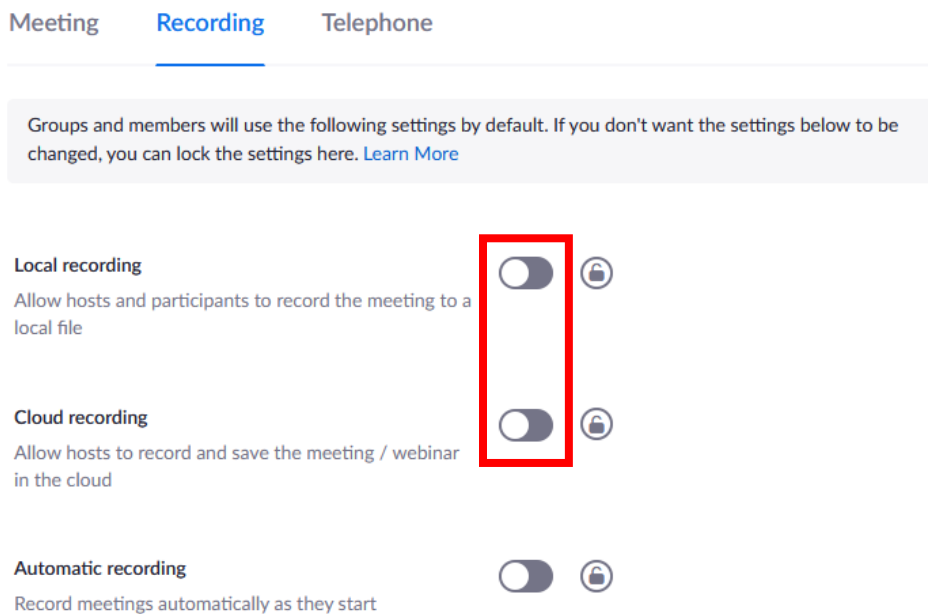


If you have a paid Zoom license plan with *multiple hosts*, the settings can be changed for all hosts.

On the **ADMIN: Account Settings** screen, click the **Recording** tab:



Click the toggles for the **Local recording** and **Cloud recording** settings so that the **Record** option will not be displayed during any videoconference by any host on your account.



## RECORDING YOUTH IN A VIRTUAL CAMP SETTING

Councils who are coordinating a virtual camping experience may record youth as part of their *Council-coordinated* virtual camp(s). **This recording permission does not apply to unit level activities. Units must continue to follow the policy detailed in [Digital Safety and Online Scouting Activities](#).**

Waiver Language:

*By submitting my video videos or photos photographs I hereby assign and grant to the <INSERT COUNCIL> and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish, including posting on any social media platform, the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photography/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA and I specifically waive any right to any compensation I may have for any of the foregoing.*

## REFERENCES

- [Digital Safety and Online Scouting Activities](#)
- Email from Andrea Watson, Team Lead—Camping Services, Outdoor Program Team, May 19, 2020
- <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>
- <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>
- <https://support.zoom.us/hc/en-us/articles/360040771752>