Amid the COVID-19 pandemic, the College has moved all classes online.

Algonquin College is committed to ensuring the privacy of all learners in the context of an online Campus. The College has implemented appropriate technical and organizational safeguards to protect the actions you take while attending online classrooms and interacting with others.

There are additional steps that you can take as a learner to protect your privacy within the online classroom.

1. **Create a Zoom account**
   - Use only your Algonquin College email address
   - Create a **strong password**, using a minimum of 12 characters, with at least one upper and one lower-case letter, one number and one special character. Do not use the same password as an existing one

2. **Ensure Zoom is updated to get the best performance and the latest security fix**
   - To check for updates, navigate to the profile image in the top right-hand corner of the Zoom application and click “Check for Updates”

3. **Only conduct Zoom video meetings in private to make sure there is no risk of inadvertent disclosure of your personal information**

4. **Use headphones or earphones**

5. **For enhanced privacy**, replace your background with any chosen image
   - Click on the arrow next to the camera icon and select **Choose a Virtual Background**. Note, this works better when the background is a solid colour. This may not work properly with an older computer. You may require a ‘green screen’ background

6. If your instructor informs you that a session will be recorded, **you have the choice to mute yourself and turn off your camera to avoid being recorded**

For additional assistance or to provide feedback and suggestions for improvement, please contact the ITS Cyber Security Unit (CSU) at csu@algonquincollege.com.