

## **Langara Research Ethics Board**

# **Guideline for Videoconferencing in Research**

The use of videoconferencing for research is permitted, however, care is needed when using an application such as Zoom, to maintain the confidentiality of participants and to secure the data collected. All Langara staff and students have a Basic Zoom account and this should be used to conduct online interviews, focus groups etc. Research conducted using Zoom should take the following measures into account on the LREB application:

- Researchers should use Langara's Zoom account rather than public versions of Zoom.
- To avoid unwanted participants joining a meeting, avoid posting meeting links on social media, or on public sites. Email participants the link directly.
- Manage Screen Sharing – restrict screen sharing to the host and avoid allowing other members to share their screen during meetings. If necessary, have participants email documents to the host for sharing.
- If video is not required for your research, then disable the video to avoid unwanted distractions, and to minimize potential loss of privacy.
- Use the Waiting Room feature so that the host can allow participants to enter the meeting when appropriate.
- Introduce a password to gain access to the meeting room.
- Allow participants to use a nickname during the meeting, keep their camera off, and mute the microphone when not speaking. This information should be included on the consent form.
- If the session will be recorded, include this information on the consent form and indicate the location and length of time the recording will be stored.
- Encourage participants to use one of the Zoom backgrounds, or to select a neutral background when taking part in a meeting.
- Clarify to participants that conversations in the Chat function could also be recorded.