

# Best Practices for Video Conferencing And Generative AI Add-Ins

The following is to provide information about generative AI add-ins for video conferencing. Given the fast-paced advancements of generative AI assistants and large-language models, it's crucial to stay informed about the latest developments.



## What are generative AI add-ins?

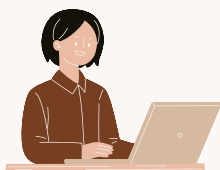
Generative AI add-ins are third-party applications that can be integrated into a user's email, calendar, Teams Sites, and Zoom account (examples include: Fireflies.ai, Sembly AI, etc.).

- **Integration:** They can automatically join meetings (even if the user is not present), record and transcribe the ongoing discussions, then save it to a separate cloud-based server.
- **Functionality:** These add-ins often fail to notify participants that the meeting is being recorded and do not allow control over how the information is stored.



## Why is this a concern?

- **FERPA:** These add-ins may not only harvest data by recording these conversations, but they may violate FERPA by capturing students' information when they are participants or when faculty share information about students during meetings.
- **Confidentiality:** AI assistants may pick up other sensitive information, which could compromise confidentiality.



## Best Practices

- **Settings:** When using these add-ins, review your settings carefully and be aware of the permissions you allow for your work-related accounts.
- **Use:** Participants wanting to use any of these add-ins (other than those approved for accommodations) need to get prior consent from participants whenever a meeting is being recorded.
- **Security:** When hosting a meeting with confidential or sensitive topics, it is best to enable the password feature and set up a waiting room to screen participants. If an unknown participant (particularly one with an identifier such as 'ai' in their name) joins the meeting, the host should ask them to identify themselves and remove them if they don't.

If you have any questions, feel free to reach out to ITS:  
[helpdesk@elcamino.edu](mailto:helpdesk@elcamino.edu).