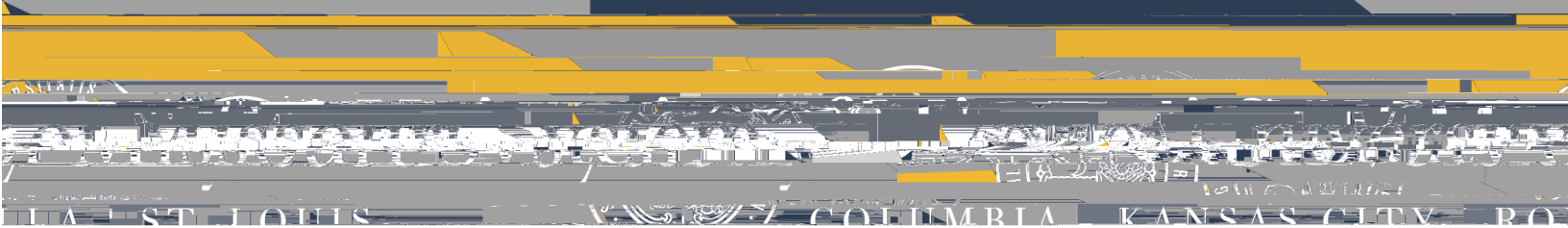Overview of Online Programs

Online program activities (lectures, discussions, group projects, group meetings, and presentations) are all acceptable for minors to participate with the following guidelines in place:

x

artwork, posters) and if it is appropriate for a minor to view; an easy solution is to blur your background or use one of the university background images made available by

- x Strategic Communications. If program staff is on Zoom from a personal space in their house they should blur or use a Zoom background.

- x Program staff should be appropriately dressed as they would if meeting with a minor in person.

- x Program administrators should determine a set of expectations for both program staff and minors to adhere to. These should be shared in advance and reviewed with both groups.

General Guidelines

- Be kind and forgiving. This is a new experience for many people. We all make mistakes, misspellings, weird comments, and typos. We are at different levels of experience and understanding. Let go of your mistakes and the mistakes of others. No bullying, rude comments, jesting, unprofessional language, uploading of distasteful content or other inappropriate actions will be tolerated.
- Be courteous and professional. Use words like "please" and "thank you" or "nice thought". If you disagree or don't understand use phrases like "help me understand how or why" or "how might you explain….", or "That is an interesting idea." "An alternate idea might be…". "I think about it this way,…" Don't use name calling whether it is about the person or their ideas. Seek to understand. It is okay to disagree respectfully, or state then change your opinion based on further discussion.
- Participate. You are a valuable part of this activity/program and your opinion matters. Don't be afraid to speak up. Speak up and ask if you don't know something.
- Be timely. Gather what you need and settle into your activity/program space before logging in or when working offline with other participants on projects or discussions. Remind your family if needed of your live online schedule that day. Be on time for live class or meetings as well as online posts. The later you wait to post the harder it will be for thoughtful discussions to emerge. Showing up late can be distracting. If you do have to be late or you have to leave early on rare occasions, email your program leaders to let them know.
- Respect your privacy and the privacy of others.
  - Don't post the comments of others, course content, other people's work, or photographs in public settings such as but not limited to Facebook, Instagram, Snapchat, or the like. Don't talk about others in your activity/program in a negative or identifiable ways – especially in public forums.
  - Don't post personal information about yourself or others in public forums outside of class.
  - Don't forward private messages to others who were not on an email or text chain except when needed to keep you or others safe when adding an adult.
  - Don't record, video or capture images or voices of others.
- Follow the guidelines outlined in your activity/program material.
- Have fun. Enjoy learning. Take advantage of this opportunity to interact with and learn from content expert.

Reference: Texas A&M Youth Programs, Penn State Virtual Program Delivery Guidelines, Vanderbilt Protection of Minors