**UMN Online Precollege Programming Requirements (as of 4-15-2020)**

**Prior to starting the online program:**

All virtual programs must still register on Youth Central.

- If already registered, but now shifting to online program--please email Jazmin (dani0203@umn.edu) indicating that you will be providing online programming including a brief description, days and times of operation.

Establish clear days and times of operation example: every Wednesday in July from 2-3p.m.

Use University approved platforms, (Zoom, Google Suite, Microsoft Teams, Canvas)

Provide all staff an online training prior to the start of the program. This information will be provided after the program is registered on Youth Central or emailed to Jazmin.

Ensure all program staff understand control settings while using platforms such as Zoom.

Ensure that parents/guardians, students, and faculty are aware of reporting procedures and online codes of conduct.

Program leaders should inquire special needs related to youth with disabilities and youth who may have limited resources to technology and internet services.

**Waivers, Consent Forms and Media Release:**

Consent forms (OGC-sc250) need to specifically include details about the program activity such as online small group mentoring, date and time.

**Online programming interaction requirements:**

No 1:1 chats with program participants

No private chats or outside chats—make sure control settings are on

Youth should not text one another

If required, youth should only use first name and last initial

Recommend that youth under 12 have a parent present

Ratios: still a min of 2 adults present (roles may change/co-host)

Youth should be online in a public space (observable and interruptible)

Supervision of the activity may be unannounced by the program leaders/supervisors etc.

Ensure youth and parents are informed about how to report an incident

We recommend programs either prohibit recording or allow only the program/activity supervisor to do so.

- Prohibit kids/parents/guardians from recording, unless necessary as an accommodation for a disability.
If program staff may (or must) record, decide where the recording will be housed and how long it will be kept.
If possible, place a notice on the screen that the session is being recorded (audio only or audio + video).
Notify parents of any recording in advance and include it in the description of the Activity in the Release and Waiver, form OGC-sc250.

Best Practices for Keeping Your Online/Virtual Programming Safe: ACA

https://shar.es/aHhqKU

- Choosing a suitable platform
- Controlling Access
- Dealing with Cyberbullying, Sexual Harassment and Other Menacing Behavior Online
- Safety Tips to Share with Campers and Families
- Helpful Resources for Safeguarding Campers Online