

VANDERBILT UNIVERSITY YOUTH PROGRAMS IN REMOTE/VIRTUAL ENGAGEMENT

Guidance for Program Leaders

(Updated April 15, 2021)

This guide was created to assist programs leaders in navigating a new or changed program for minors to the remote/virtual environment during the continuing COVID pandemic. As a reminder, Spring and Summer 2021 programming for minors on Vanderbilt campus (and in all buildings and facilities) is not permitted.

As situations change and evolve, this guidance may be updated from time to time depending on university operations.

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I. REMOTE READINESS CHECKLIST FOR POM PROGRAM LEADERS

- Staff/faculty/volunteers and adult personnel are in compliance with POM policies for annual training and a background clearance within the past four years.
- The event/program is registered and approved by the university through the Protection of Minors process.
- Are the technology tools appropriate for the age of my audience? Review the section in this manual on technology.
- All program adults understand the privacy protections available and expected to be on/off through both embedded and manual settings in the technology platform.
- I have provided parents the information they need to determine if this program is right for their child.
- Participation agreements have been updated for virtual engagement and learning.
- I am using university supported engagement tools designed for youth programs.
- At least two adults (presenter and monitor) are scheduled to be on my video or other engagement activities; if not, the scheduled meeting times shared or posted so that another VU adult can drop in or monitor and I've been approved for this exception by POM.
- It is clear to all program personnel that there is a zero tolerance policy for misconduct with youth and children and all concerns (including technology misuse) will be promptly reported.
- Appropriate online behavior expectations have been provided to participants and adult personnel.
- Engagement through online channels will be: (1) Program related, (2) Using official Vanderbilt business accounts, (3) Transparent to parents, and (4) Appropriate?
- There is a contingency plan for technology (failures and unexpected occurrences (loss of internet connection, inappropriate behavior/post by a participant, uninvited guest) is in place.

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II. COMMUNICATING PROGRAM INFORMATION TO PARENTS

Program Transparency: Send meeting invitations, emails to parents in addition to participants (age dependent). Be clear to parents and program personnel about the schedule.¹

Platforms for Engagement: Inform parents of the platform for engagement online and the technology and connection expectations. On the participant agreement, list the platforms you expect to use. Plan to communicate to parents if more are added.

Include information to parents that campus is closed to visitors at this time.

Parent Communication on How and When Activity Will Occur:

- Communicate with parents about when and how engagement will take place. Be sure they understand that if there are community forms for posting, those may not be monitored 24/7.
- Communicate early and often if there are any schedule or meeting adjustments (time, format, etc.); use group communication or participant/parent, or copy another program adult.
- Offer resources to parents about the platforms you have selected and why. Before selection, examine accessibility issues and limits to the platforms. Ask parents to let you know if their child has an accommodation need if the program/activity method of delivery changes.
- Communicate what parents should expect from you or your program personnel and encourage them to alert you if there are concerns those expectations are not being followed such as contact outside programming or other unapproved communication.
- Provide parent resources on how to set up virtual learning spaces for their child, as appropriate. [This CDC checklist](#) is helpful and many K-12 websites have resources on this as well.
- Reiterate the expectations in the Online Etiquette Guidelines.
- Encourage early reporting by parents and staff of concerns, questions or anything that seems to not be in line with what they've been told.

¹ Sample 1: Our classes will be held online via Zoom through Vanderbilt University. These will be live broadcast sessions and be open to the XYZ class only. Parents are welcome to join as well. We will meet at the scheduled time, Tuesday at 3:30. Our meetings will include a video presentation, group chat and live discussion. Participants can dial in and participate via video or audio. After the session, I'll be sending an activity guide for participants to work on until the next session.

Sample 2: Our program will be sending weekly worksheets on Monday to your email for you child which will include daily suggested activities for them to complete. Each activity is expected to take about 20 minutes. Activities will include viewing educational videos I've posted on You Tube, a reflection sheet, two website activities, and an outdoor observation. On Friday, you/ your child can either email or text me their work. I'll have an open Zoom session on Friday from 2-3:30 for all class participants to ask questions and share their experiences in the exercises. The Zoom sessions are optional, but if your child wants to participate, please have them log in within the first 10 minutes, as I'll lock the meeting to others after that time. Please let me know if you have any questions. I'm available at this email <sample> and this phone number <sample>.

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Expectations for Participants – Behavior and Acceptable Use of Technology

- Distribute the Online Etiquette Guidelines and Expectations that are appropriate and applicable to your program.
- Adjust your participant code of conduct to include expectations in the online environment – address direct messaging parameters, chat features, picture sharing, commenting and live engagement. Include acknowledgement of these policies and agreement to follow them in the program registration.
- Do not permit private chat among participants; discuss and enforce cyberbullying in older youth activities.
- Be clear to participants that they are accountable to the conduct code in the online environment as they would be in face-to-face engagement. Failure to follow the conduct code can result in dismissal from the program.

III. STAFF, VOLUNTEER, PERSONNEL EXPECTATIONS TO BE COMMUNICATED

Online Engagement and Protecting Youth (includes addressing 1:1)

Explain the zero tolerance policies for staff/volunteer maltreatment of and misconduct with children. Avoid if at all possible any 1:1 engagement that is not interruptible (in a virtual setting this means permissioned “drop in” options during meetings) and observable (where others are present) and contact that does not have a programmatic purpose. The POM Conduct Code to follow is: the *content of communication and engagement should serve an educational or programmatic purpose and be consistent with the mission of the Program and the university.*

Keep in mind that over 80% of abuse occurs in 1:1 settings and activities generally should not occur outside the view/access of others. Consider the activity and ask- is this interaction observable and interruptible? Co-hosting, joint scheduling, and drop in monitoring should be used for online meetings. Programs should establish safeguards around any permitted 1:1 online contact, be able to identify mitigation steps that address the increased risk, and routinely remind personnel of expectations.

Be clear to staff that holding meetings or other communication with participants in unapproved formats will result in disciplinary actions up to and including dismissal.

Using VU IT approved calendaring and meeting platforms like Zoom and Microsoft Teams will maintain a record of the scheduled meeting/video interactions and log any engagements with participants.

Online red flag behavior and boundary guidelines

- As in in-person settings, adults should not offer gifts, favors, or special activities to one participant that they are not offering to other members of the group.
- Providing personal cell phone numbers to minors or use of non-approved communication platforms should be prohibited by adults in the program. Provide language to the program personnel for them to be ready to address this with the participants and explain the approved communication tools such as email or through a parent.
- Code of conduct expectation violations –such as initiating a 1:1 contact outside program parameters, requesting or using personal devices to communicate, are a violation of the POM policy conduct code and should be reported.

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Scenarios to Avoid

- Misinterpretation about a child’s communication with you or your communication with a child. If something unexpected occurs, report it. If it is related to possible misconduct or violates code of conduct expectations, report to through the [Risk Management Occurrence reporting system](#). This includes inappropriate behavior between participants.
- Use of communication tools, technology or online engagement that was not disclosed to parents.
- Use of online platforms and tools not approved and offered for VU business operations (See **CHART** for more).
- Unlawful (privacy violation) posting of images or videos on personal pages or group pages.
- Not addressing concerns of inappropriate, dangerous or criminal online behavior such as cyberbullying, stalking, harassment, grooming, sextortion, exploitation, trafficking.

VU and Non-VU Program Resources for Online/Virtual Activity and Youth Protection

- The American Camp Association has many resources including:
 - [Virtual Program Resources](#)
 - [Best Practices for Keeping Your Online/Virtual Programming Safe for Campers](#)
 - [COVID-19 Resource Center for Camps](#)
 - [Creating a Plan to Start and Operate a Virtual Summer Camp: A step by step guide \(ACA\)](#)
- [CDC Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers](#), includes Checklist for in-person and remote learning (confirm you can answer and provide support for these)
- [Darkness to Light: Safe Online Learning for Teachers](#)
- [VUIT Resources – Scroll to “Collaboration Basics”](#)
- [Connect Safety – Online Educators Guide from Connect Safely](#)
- [Training and Administrator’s Guide to Addressing Sexual Misconduct in the School Setting](#) (Ch 4: pages 36-42)
- [National Association for Gifted Children: Teaching Online, Best Practices, Technology and Tools](#)

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IV. UNIVERSITY IT TECHNOLOGY RESOURCES FOR ONLINE YOUTH PROGRAMS CHART

Prior to purchase of applications or software, contact your VUIT Relationship Manager. Generally, free and/or limited use applications are not recommended for use in VU youth programs. If the resources below do not fit your program needs, other options can be considered with approval. Considerations include – Is it secure for the data being collected/shared? How will it be used? It is designed for children? What safeguards are in place? How is it monitored?

NAME	Sub Feature Names	Use For	VUIT Enterprise Account?	Cost to VU Approved Programs	Additional Resources, Alternatives and Notes for Consideration
Zoom²		Synchronous Meetings, trainings, class delivery	YES	None	Center for Teaching general resources plus see the Zoom section in this document. Includes whiteboard and polling capabilities.
Microsoft 365 Suite	Forms, Teams, SharePoint, Class Notebook, Stream, Whiteboard, Power Point, One Note Classroom and many other add on apps	Synchronous meetings and asynchronous course page set up. Multi-faceted engagement, personalized course pages, communication, document sharing and collection	YES Enterprise Version and all VUNET holders can set up account.	None	Guest Support in Teams VUIT support for 365 Get started in remote learning Office 365 Apps
Destiny One (D1, Pace)		Program registration and fee collection for non-VU academic classes	YES	None	Contact the PSI team for more information – this can be integrated to Bright Space to set up a course with your participants.
CampDocs \$		Program Registration, Forms and Medication Management, Sign in/out, Staff compliance management	Department	YES Vendor Contract	VU has a current contract
BrightSpace for		Course management. Online Course Delivery: Set up	Yes	None	Requires a file of your participants via Destiny One and set up of user names.

² Recording of sessions with minors via Zoom or other engagement is not permitted without express university approvals.

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(non VU enrolled participants)		classes, turn in assignments, track contact, email groups			Contact the PSI team. All features enabled, including K-12 options
Box for Vanderbilt		File Sharing - Secure Shared storage and access of documents, asynchronous file editing	YES	None	Supports limited non-VU email addresses for access
You Tube		Post Recorded Videos Sharing visual content	YES	None VU account use	Digital Communication <u>Social Media Handbook</u> with instructions for how to request posting to the VU YouTube channel
Screencastify		Display and record screen actions for saving and sharing. Google Chrome add on screen recorder to save and paste to other places.	NO	Google App; Google Suite not available to enterprise	Use caution not to record sessions with minors without prior liability release and parent consent. Alternatively, use Stream in Microsoft Office 365.
Google Suite for Education/ Classroom	Drive, Docs, Forms, Hangout, Classroom, Slides	Not recommended for youth programs engagement or collection of data; Personal or non-sensitive business use only; limit to public file or slide posting. Can link out in Bright Space.	NO VU does not have an G-Suite Education account	Not Supported with IT integrations	No privacy settings enabled/set enterprise wide; no control over ad blockers for children. As an alternate, use Bright Space or Microsoft 365 apps or Box. Consider only using links to Google docs/slides inside the reference of an enterprise tool (like Bright Space) and limit access.
Schoology³		Course Management Set up classes and activity	NO	Not Recommended	Privacy settings and VU security network features not available. IT support not available. As an alternate, Use Bright Space or Microsoft 365 and Teams or Sharepoint.
<u>BrightWheel</u>		Check in/out remotely and communication with parents – primarily for childcare programs/early education programs	Department	Vendor Contract	VU has current contract

³ Many local school districts including MNPS are using Schoology and Teams for K-12 students; if your program requires a VU account for engagement with a local school, please contact [your IT Relationship Manager](#).

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Zoom:

- **Read the Zoom resource guides and be familiar with the features. PRACTICE using the features and reacting swiftly in a simulation that something has occurred that you need to address. Know how to REMOVE a participant from a meeting if needed.**
- **Do not record sessions with minors unless you have received approval from the Office of the General Counsel or Vanderbilt IRB.**
- [VUIT Resources](#) and VU [Center for Teaching Zoom Resources](#)
- Zoom for Educators - [School Administrator Guide to Rolling Out Zoom](#)
- **USE the VU enterprise institutional instance of Zoom which has enabled host settings to address privacy and can assist with administrative issues.** The following are recommended:
 - Set a meeting **password**, use the **waiting room** feature to let attendees in one by one, use a **co-host** to monitor, and **lock** the meeting once all attendees are present.
 - Disable Private Chat and File Share (this prevents participants to set up a chat room outside the group during your meeting); consider disabling whiteboard unless you plan to use and monitor.
 - Turn off Cloud recording (as needed):
 - On the host's profile page
 - Settings (left navigation), Recording (tab), Cloud recording – turn this off. It's ON by default.
 - Turn on encryption: Settings (left navigation), Meeting (tab), Require Encryption for 3rd Party Endpoints (H323/SIP) – turn this on. It's OFF by default.
- Using Breakout Rooms – assign an adult to monitor the room; assure the participants can report back to the host if needed.
- **Saving the Zoom Chat:** If chat has been enabled for the meeting, the chat transcript can be [saved by the host to their local device](#). Once saved, it belongs to you and is in your computer. So, it can be reviewed and shared as needed. In any cases where the cloud recordings are enabled, the chat can be saved there as well. But for meetings with no cloud recording, the chats can be saved manually by the host.
- As the meeting concludes, remind participants to “leave the meeting,” and turn off their camera and/or close their device.

Bright Space at Vanderbilt

This is a separate version from the enrolled VU student version but has many of the same features added for K-12 users. Interested programs should contact Greg Kyle in Process Systems and Implementation (PSI).

[Bright Space tips to create classes for younger users](#)⁴: these settings below help make Bright Space less text heavy and more amenable for younger users to adapt it to be less reliant on text and higher level reading skills.

- [Use video notes inside of text boxes instead of written instructions:](#)
- Get rid of the “Content” and “Activities & Assessments” tool on the [Navigation Bar](#) and just use the homepage with announcements as a streaming, video friendly spot for interaction and posting content:

⁴ With thanks to the Vanderbilt Center for Teaching, Dr. Stacey Johnson.

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- There is a homepage alternative called the activity feed that creates an interactive, Facebook-style homepage where the instructor can post and students can respond, all with text or video. You can remove the tools and just use the activity feed.
- [Turn off course tools that permit one-on-one communication](#)

Microsoft Office 365:

- See table for initial resources and VU sites
- [Getting Started with Remote Learning in Office 365](#)
- [Shifting to distance learning: A 5-day guide for school leaders](#)

V. YOUTH PROGRAMS ONLINE PRIVACY POLICY AND TECHNOLOGY USE LANGUAGE FOR PROGRAMS

(This information can be provided in program registration material or participation agreements)

Privacy Policy: Vanderbilt takes the protection and privacy of information seriously, including information related to minors. Vanderbilt collects personally identifiable information provided by you when applying to Programs and while enrolled in Programs. Non-identifiable information may also be collected such as gender, school, grade, ethnicity/race (optional), date of birth, health information, Program participation history, and interest surveys. Vanderbilt does not share personally identifiable information about participants with third parties except as required by law or permitted by law, or when parents/guardians have provided expressed permission to do so.

Vanderbilt encourages parents/guardians of minors to familiarize themselves with how third party platforms used in remote learning might use data.

See VU's general website privacy policy [here](#):

Technology, Computing, and Online Platforms: This Program expects all users to be aware of and to follow Vanderbilt technology Acceptable Use policies found here: <https://www.vanderbilt.edu/info/computing-aup/>.

Use of Photos, Program Content, Images, and Recordings: To maintain a positive and safe learning environment for all participants, participants and Program personnel must not download or post inappropriate materials online including but not limited to statements, photos, images or likenesses, videos, or recordings of or about the Program or participants. Photos of participants and their work may be taken by staff only as outlined in the participation release.

Vanderbilt cannot protect participants or families or their work in a Program from being photographed, mentioned, videoed, recorded, or potentially identified or named on social media sites by other participants or their families.

Copyright: Vanderbilt University prohibits the unlawful downloading and unauthorized peer-to-peer file sharing of copyright-protected works. Individuals who engage in these practices are in violation of university policy and may be subject to university disciplinary action as well as civil and criminal penalties. Misuse of the Internet, apps, platforms, and Internet spaces is punishable, at minimum, by dismissal from Vanderbilt programs.

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VI. ONLINE ETIQUETTE GUIDE FOR PARTICIPANTS AND PARENTS⁵

(This language can be customized for your program's activities and delivery method)

You are invited to be part of Vanderbilt University's online community. The same courtesy and behavior provided in a face to face environment is expected in our online community. We want to provide an amazing experience for each of our participants. As online learning may be new for some of you, here are some tips and guidelines.

Parents: You can help by providing an area designated for your child's learning and participation during Program sessions. This may include talking to other family members and siblings about "class time" interruptions and distractions and supporting your child by checking in (when they are not live) about how the Program is going.

Make sure your child knows how to use the mute OFF/ON and video OFF/ON features. Vanderbilt encourages you to reach out with any concerns.

General Guidelines for Participants

- Be kind and forgiving. This is a new experience for many people. We all make mistakes, misspellings, weird comments, and typos. Try to 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, respectful, and professional.
- Participate. You are a valuable part of this Program and your opinion matters. Don't be afraid to speak up. Ask if you don't know something.
- Be timely. Gather what you need and settle into your space before logging in. Remind your family of your live online schedule that day. If you have to be late or leave early on rare occasions, email the Program contact.
- Respect your privacy and the privacy of others. Don't post personal information about yourself or others, Program content, other people's work, comments, or photographs in public settings outside the Program like Facebook, Instagram, or Snapchat. Don't talk about others in your Program in negative or identifiable ways – especially in public forums. Don't forward private messages to others except when needed to keep you or others safe and when adding an adult. Don't record, video or capture images or voices of others.
- Follow the guidelines outlined in your syllabus, program description or by your instructor.
- If you are struggling with the Program or aspects of it, ask to communicate with the staff individually.
- Have fun. Enjoy learning. Take advantage of this opportunity to interact with and learn from all participants and personnel.

⁵ For older youth – 5th-12th grades these should be read with parents. For K-4, parents can help younger participants understand.

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Live Synchronous Learning Guidelines for Participants

- Prepare a space that is conducive to learning. Set up your laptop or computer on a stable, flat surface where there is enough room to capture notes in a notebook. Consider having a water bottle, pen, and paper nearby.
- Be present. Don't have side conversations, play video games, text others or the like during times when you should be focusing on the Program content.
- Mute your audio when you are not speaking to help eliminate any background noise. When you are ready to make a comment or ask a question, make sure that you are unmuted.
- Turn your video and audio off if you have to step away for an unscheduled break. If you need to turn just your video off for a bit, please let your instructor know so that they understand you are still participating.
- Do not eat during your live session. Snacking can be distracting to others in the Program. Scheduled break times will be included in the schedule.
- Wear appropriate clothing that is not revealing or offensive. Consider your normal school dress code and wear something that would be acceptable at your school.
- Breakout rooms may be used regularly during live sessions. When working with peers in breakout rooms follow instructor guidelines about what is to be accomplished. Consider assigning group members to be the recorder, the time keeper, and the individual who shares out.
- Participate in breakout sessions and take turns allowing other voices to be heard. Bring others into the conversation. Don't dominate or allow others to do all of the talking or work.

Discussion Board Guidelines (if the Program uses Discussion or Group Chat or other collaborative features)

- Use appropriate language and full words and sentences. Do not use emojis, abbreviations, text or twitter language, ALL CAPS, curse words (full or abbreviated), or slang. Check your spelling and grammar.
- Humor can sometimes be misunderstood in a written setting. Avoid funny or sarcastic comments, as others may not be able to see your expression or know that you are kidding.
- 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.
- Don't post anything you are not comfortable with anyone in the world reading. While you may be talking to your fellow Program participants in a protected site, understand that anything in cyberspace is not really private, including emails.
- Discussion boards are not the place to share private information, information about other Program participants, complaints, or suggestions.
- Be nice. Bullying, rude comments, and consistent disruptions is prohibited and cause for dismissal from the Program without refund.
- Make sure you know whether you are intending to reply to an entire group or an individual person. Check who you are responding to before hitting send. If you make a mistake in sending a comment to the group or the wrong person, acknowledge it.

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VII. FAQ

1. Can we request to meet with minors in person for programs?

Any in person engagement must be approved. In-Person on campus programming is not permitted through the end of Summer 2021 and Fall 2021 is being reviewed. Programs should not plan for in-person youth programs until a Fall 2021 decision has been communicated to Deans and other department leaders. This includes camps, internships, third party visits to campus, and enrichment programs. Should you have questions email protectionofminors@vanderbilt.edu.

2. We are moving activities for minors online; do I still need to be in compliance with the POM Policy?

Yes. Program and event registration, background clearances and training all need to be completed per policy. The code of conduct states: *“Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the university.”*

3. What do I need to do to set up a high school Intern/Observer in an online experience?

Follow the guidance in this document (including registering the Internship) and complete the paperwork for [Interns and Observers](#) on the Provost’s Website. Additionally, for a virtual internship [this supplemental](#) needs to be completed (Appendix B)

4. If the participant says a parent is in the house when the online activities occur, does my activity need to meet the POM policy requirements?

Yes. As an adult, you are engaging with a minor, online, on behalf of Vanderbilt. Though you are not physically supervising in person, it is important the activities are known to the university and that you are meeting the policy interaction compliance expectations.

5. What should be avoided in online engagement activities?

1:1 engagement. Evaluate your background surroundings in live interaction with minors. Use virtual or blur backgrounds. When the meeting begins, scan the backgrounds of participants. Use a meeting co-host to monitor. Set a code of conduct expectation for online behavior by participants. Immediately stop any behavior that doesn’t follow the guidelines. Be prepared to eject a participant from a meeting if needed. See the online Red Flag Behavior and Boundary Guidelines above.

6. Are there any specific Red Flag behaviors we need to be aware of when teaching/interacting online?

See the Red Flag Behavior and Boundary Guidelines above. Also be aware that if privacy settings are not set in your meetings/events, others not invited could potentially enter, gain information, records, etc. Review the guidelines below carefully to set the settings for your platform appropriately. A term that has been used recently is “Zoombombing.” This can be avoided with specific privacy settings (see Zoom section).

7. How can I help my participants be safe in the online environment?

Reiterate expectations designed to provide for their online safety. Understand the online platform you are using. Explain how you will communicate and if they get communication that is different, do not

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respond and use the contact provided for the program/activity to confirm the message is legitimate. Most youth are already online in engagement with friends and family, but your interaction should only be within a professional, VU approved tools; reiterate how the activity will take place.

8. Can I use Face Time on Apple devices?

Face Time is not recommended for a VU program activity with minors – it is 1:1 engagement using personal devices (you as the adult), and the minor’s device (in most cases). It is not organizationally monitored as a VU operation and there are limited safeguards. If there is no other option for your participants and programming, please contact the Protection of Minors office for a program review.

9. What about Facebook or Instagram Live?

If using these platforms to broadcast to the public generally and they are not to a limited or subscribed participants, these are public activities and not considered programs for minors. However, if you advertise or market such event as an activity for children, registration/POM policy compliance and privacy would apply.

10. I’m going to be volunteering with an organization to help with online mentoring and other activities with minors; what do I need to know?

If you are conducting these activities and engaging with a minor without parents present and as a representative of Vanderbilt University, including a VU student organization, the activity should be registered with the POM office and compliances should be met.

- a. Ask the third party about their policies and practices in online engagement; if there is no training, ask these key questions:
- b. What are the platforms you approve of for me to complete this service/mentoring, etc.?
- c. What privacy protections are in place for me and the participants; what is off limits?
- d. How should I communicate with the participants – can I include an organization member on communication?
- e. Who do I send any concerns to?

11. How do I report concerns?

Unfortunately, not all kids are safe at home. This unprecedented time can exacerbate parental stress, frustration, and fear. If you witness an incident or receive a disclosure about behavior that under TN law is abusive, that must be reported under the VU policy and the law.

The [Reporting page on the Protection of Minors website](#) includes steps to report concerns. Occurrences that are unexpected, violate a conduct code, or are abusive should always be reported. Red flag and boundary behavior issues can often be corrected early if addressed and stopped.

- a. Emergency - Call 911.
- b. Vanderbilt Office of Risk and Insurance Management, Protection of Minors 615-936-5935 or [online occurrence reporting](#).
- c. Tennessee Department of Children's Services (DCS) Hotline 877-237-0004.
- d. Vanderbilt University Compliance Reporting Hotline 844-814-5935 or [online](#).

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APPENDIX A

Remote/Virtual Participation Agreement and Liability Release

<<TEMPLATE>>

This set of acknowledgments should be completed by current families and by all participants in new remote virtual programs

Name of Participating Minor and Program Name
I, (Print Name of Minor’s Parent or Legal Guardian) _____ on behalf of (Print Minor’s Legal Name) _____ (hereafter referred to as “the minor” or “my child”) hereby consent to his/her attendance and participation in <<ADD PROGRAM NAME>>, occurring between <<START DATE>> and <<END DATE>> (the “Program”).
REMOTE LEARNING TOOLS
The Program will engage participants in virtual learning utilizing technologies including but not limited to the following:
Emergency Health and Safety
Should a concern for the safety or immediate health of my child arise while participating in the Program and I or the emergency contact provided am unable to be reached, I authorize Vanderbilt University to take necessary steps to report to the appropriate emergency responding agency. I acknowledge that any resulting medical treatment will be my financial responsibility and not that of Vanderbilt University. I also hereby affirm that I have health insurance coverage for my minor child. I also understand that Vanderbilt personnel are mandatory reporters for concerns of child abuse and will report as law and policy require.
Vanderbilt Fall 2020 Campus Visitor Policy
This Program will be offered in a remote/virtual setting. As Vanderbilt has a restricted Visitor Policy in place due to COVID-19, participants and/or family members are not permitted to visit campus as part of this Program. Any visitors on campus must be authorized in advance and will be required to adhere to all Vanderbilt Return to Campus protocols for visitors.
Photo/Image Release
I grant permission for photos/images of the minor to be used by Vanderbilt University in any Vanderbilt University publications and in any other way the University deems necessary and appropriate to promote its activities and mission.
Acknowledgement
At this time, the Program is planned to be fully remote with no in-person engagement with participants. If the university grants approval at a later time, the Program may be amended to include an optional in-person learning component and parents will be notified of the COVID-19 safety precautionary requirements for in-person engagement and options for continuing remote engagement. This form supplements any existing participation agreement to specifically cover online activity and engagement in the Program.

VANDERBILT UNIVERSITY YOUTH PROGRAMS IN REMOTE/VIRTUAL ENGAGEMENT

Guidance for Program Leaders

(Updated April 15, 2021)

By signing below, I indicate my understanding of and agreement with the following statements, and I expressly and voluntarily assume all risks of this activity on behalf of my child by allowing my child to participate in the Program:

1. A required component of the Program will take place in an online, synchronous format using Vanderbilt's approved Zoom technology with Vanderbilt's security settings in place. My child's image and voice may be transmitted and captured during video/audio portions of the Program.
2. My child will interact online with VU personnel and fellow participants. Online interactions through Zoom may include viewing videos with an educational component and a rating of PG-13 or lower, viewing presentations, engagement exercises that may include breakout rooms and whiteboard features, and discussions with other Program participants. Interactions will be monitored by VU adult personnel. Chat functions that permit private participant-to-participant chats will be disabled. Program staff will enable the waiting room feature and require a password to enter. Participants will be expected to be identified by their video image and their name on the screen to ensure that only invited attendees are present.
3. Program participants will be provided with expectations for online conduct and participants who fail to follow these policies may be asked to leave the Program without refund of Program fees (where applicable). Participants may be ejected from online learning sessions for inappropriate behavior at the discretion of the instructor, in which case parents will be notified.
4. Any additional asynchronous activities are listed in the Program description; these are outside live engagement sessions and may include use of third-party course management platforms or other activity software.
5. Participants may participate in a variety of activities with other participants and Program personnel. Some of these activities may occur outside of live Program sessions or may not be monitored in real time. Vanderbilt cannot protect my child from personally posting, hearing, or viewing inappropriate content from someone else in the Program;
6. It is my responsibility to monitor my child's internet usage, postings, and visited sites. I take full responsibility for any posting of content by my child and acknowledge that Vanderbilt cannot protect my child from visiting unauthorized sites or pages, or from online scamming.
7. VU is not liable for injury to persons' emotional well-being or physical property arising during this Program including, but not limited to, access to online materials that may be inappropriate or the downloading of malware;
8. There may be limited circumstances when Program personnel may talk independently 1:1 with my child either at my child's request or the request of Program personnel and without another participant or adult present and though the Program limits these interactions, they may occur;
9. Vanderbilt does not provide or pay for internet access, hardware, software, or any other equipment necessary to participate fully in this Program and I am the sole provider of all resources required as described in the Program registration information and other correspondence related to Program requirements.
10. My child will be connected online at some times through video imaging and audio functions. I must provide my child a space during any live session that is free from distractions or people and things that may cause distraction to others. Others in the Program (including instructors, teaching assistants, and other participants) can view my child and my child's space when the video function is enabled, hear my child's voice when the audio function is enabled and not muted, and view content my child creates or posts. Program personnel will not record video or audio of my child without my prior consent, and my child should not record video or audio of others;
11. Any information, articles, documents, and literary, artistic, or media works shared in the Program is done for educational purposes consistent with principles of fair use or is publicly available; any information downloaded by my child is for educational purposes only and is not authorized for use outside of the Program or as otherwise specified by law;
12. This Program is designated for my child (the above-named participant) only and individuals who have not officially registered for the Program are unable to participate; I may monitor my child's involvement in this Program at any time

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but may not participate in any aspect of the Program unless it is specifically part of the event or the Program designates as a parent/child program;

13. My child may use third party learning platforms and other online resources deemed appropriate by Vanderbilt University for service delivery and online learning that may include but are not limited to YouTube, Zoom, Box, G Suite (Google platforms), Bright Space, and general website searches. VU has taken precautions to ensure the security of and privacy for selected online platforms but cannot guarantee full protection and disclaims responsibility for any damages caused by hackers, pop-ups, unauthorized use of information, or other inappropriate use by others;
14. If I have any concerns related to abuse or inappropriate behavior, I am encouraged to contact Program leadership or the Program director, or Risk Management (615-936-5935), or report via the Vanderbilt hotline at 844-814-5935;
15. Program personnel are mandatory reporters in the state of Tennessee for concerns of child abuse and neglect and will report according to state law and Vanderbilt Policy.

Equal Opportunity and Affirmative Action: Vanderbilt is committed to the principles of equal opportunity and affirmative action. The University provides reasonable accommodations are made on a case by case basis for qualified persons with disabilities. Such requests should be made or as soon as possible. Please tell us if your child requires a reasonable accommodation to apply for the Program or to perform the Program tasks. Reasonable accommodations are often possible for children with disabilities who wish to participate, so long as the accommodations do not fundamentally alter the nature of the Program, cause undue hardship or otherwise cause a direct threat to the health or safety of others.

Yes No Are there any disabilities, physical health concerns, or emotional concerns that would prevent your child from fully participating in this Program?

Vanderbilt Protection of Minors Provision: Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk and Insurance Protection of Minors (615-936-5935 or protectionofminors@vanderbilt.edu) or report via the Vanderbilt hotline at 844- 814-5935 or [online](#). The Tennessee Child Abuse reporting hotline number is 877-237-0004.

PERMISSION TO PARTICIPATE AGREEMENT AND RELEASE

I, the undersigned, am the parent/legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. This also includes specific Program material provided to me through program registration and course descriptions, **the Privacy Policy and Technology Use, and the Online Etiquette Guide**. I further understand that that said minor cannot participate under ANY circumstances in the Program without parental consent and that the minor will not be allowed to participate without entering into this agreement. I certify that the participant is capable of participating in the Program and I grant permission for the participant to participate in all planned activities.

I agree, in consideration of VU allowing my child to participate in the Program, to hold harmless and indemnify VU and its trustees, agents, officers, servants, and employees against loss from any and all claims of ordinary negligence, demands, rights, or causes of action of any kind or nature that may hereafter at any time be made or brought by my child, by me or anyone on my behalf, or by any other person having a legal interest therein arising from or by reason of any and all known or unknown, foreseen and unforeseen injuries, damages, and consequences thereof which may be sustained by my child, in consequence of engagement with Vanderbilt or in connection with the Program, except such liability or claim of liability as may result from gross or intentional negligence on the part of Vanderbilt University. Said indemnification shall include, but not be limited to, court costs and attorneys' fees.

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READ BEFORE SIGNING: By providing my signature, I acknowledge that I am 18 years of age or older and understand that I am entitled to have an attorney of my own choosing to review the Agreement and Release prior to signing. I have read the foregoing Release in its entirety and understand that I am signing a complete and perpetual release and bar to any and all claims of ordinary negligence as defined above resulting from the participation in this Program by me or my child. If the participant is not 18 years of age or older, this release must be signed by a parent or legal guardian.

Printed Participant's Name:

Parent's/Guardian's Printed Name and Signature

PRINT

SIGN

DATE

Guidance for Program Leaders

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Appendix B

Supplemental Information and Participation Agreement for Remote/Virtual Internships⁶

In addition to completion of the Provost's Office Intern/Observer paperwork, this agreement recognizes that this experience will be conducted off campus, via online or other means not in person, through a remote engagement platform.

I understand that Vanderbilt uses selected technology with safeguards for privacy, however, all participants (or their parent/guardian in the case of a minors under 18 years of age) are responsible for reviewing the privacy practices of any third party technology provider and participation in the Internship indicates my acceptance of the platforms selected to deliver this Internship. Platforms may include but are not limited to Zoom, Skype, BrightSpace, Slack, RedCap, Microsoft Office, and Box for Vanderbilt.

I understand that I am expected to adhere to appropriate behavioral and conduct expectations and that failure to do so may result in termination of the internship. This include upholding any data and research confidentiality, not engaging in online or any behavior that is threatening, abusive, or inappropriate. I will not share data, passwords or links to online meeting sessions with others not engaged in the internship.

I will use only approved means of communication and records management for the tasks I am assigned.

Any technology, equipment, or data that is provided to me will be safeguarded appropriately. Prior to returning equipment to campus, if it is possible without damaging the equipment, I will disinfect the equipment or seal the equipment in a plastic bag before it is returned to campus. If neither are possible, I will follow instruction of my internship supervisor on how to return provided equipment.

I understand that during the COVID-19 pandemic, Vanderbilt has enacted specific requirements for guests and visitors to campus. If my internship requires a visit to campus, I will complete the COVID- 19 related safety acknowledgement training module prior to my temporary physical presence on campus.

Participant and (if under 18) Parent/Guardian:

Today's Date _____ Name of Intern _____

Signature _____

If under age 18: Name of Parent or Guardian _____

Parent/Guardian Signature _____

Vanderbilt University Hosting Department: _____

Name of Intern Sponsor _____

Signature of Intern Sponsor _____

⁶ (to be completed and approved in addition to the Provost's Intern/Observer packet and stored with the packet materials when complete)