

# Guidelines for Remote Instruction for MSU Youth Programs

In support of Michigan State University's efforts to mitigate the risk of COVID-19 in the community, MSU's youth programs are suspended unless they can be provided through remote instruction methods. This document serves as an appendix to the Operational Requirements for Conducting University Youth Programs to support the safety and wellbeing of participants and program leaders, staff, faculty, and volunteers throughout the duration of the program.

All [Operational Requirements for Conducting University Youth Programs](#) still apply for remote instruction methods, with the following modifications:

- Program leaders must follow the guidelines outlined in this document, which aims to support program leaders' efforts to promote a safe, welcoming, and inclusive remote learning experience.
- The Pick-up, Drop-off, Commuter form does not apply.
- The Medical Treatment Authorization form does not apply.
- In-person supervision ratios do not apply for remote learning methods. One-on-one contact with minors must still be avoided whenever reasonable. See "**Avoiding 1:1 Interactions with Minors by Program Leaders, Staff, Faculty, and Volunteers**" below for more information.

**Reporting requirements related to child maltreatment, relationship violence, sexual misconduct, and discrimination still apply in remote program instruction.**

**MSU Youth Program criminal background check requirements still apply in remote program instruction.**

**Providing Access for the MSU Youth Programs: Registration, Safety Assurance, and Education Program**

- When registering the program in the Youth Safety Portal, program directors must provide the Director of Youth Programs access to all online instruction, including but not limited to:
  - Links and passwords to review recorded instruction
  - Links and passwords to view live sessions
- Note: Submitting these links and passwords is not binding. They can be updated after they are submitted. When changes are made, all updated information must be shared with the Director of Youth Programs immediately.

## Instruction Platform Security

- Whenever possible, all instruction sessions must be secured with a password.
- Whenever possible, turn off chat box, screen sharing, whiteboards, file transfer features, and other features that allow participants to communicate in an unmonitored fashion to prevent participants from sending pictures or other content over the in-meeting chat feature
  - Note: If any of these features is required for the instruction, ensure the feature is safe and moderated.
- Mute all participants to prevent unauthorized interruptions.
- Deactivate screen sharing for all participants when the feature is not being used for an activity to prevent unauthorized interruptions.
- Ensure all online programming links are only provided for intended participants and their parents/guardians.
  - Do not publicly advertise the instruction sessions and links.
  - Only provide the links and passwords for instruction platforms by invitation to the participants who have registered to participate.

## Statement on "Zoom Bombing"

- **Definition:** "Zoom Bombing" is the act of accessing Zoom sessions without authorization.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.
- **Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:**
  - Violates program safety and security rules;
  - Contributes to "Zoom Bombing" or other similar disruptions; and/or

- Shares program links, passwords, or other program login information with individuals outside of the program.

### **Avoiding 1:1 Interactions with Minors by Program Leaders, Staff, Faculty, and Volunteers**

- Supervision ratios have been altered for remote programs. To ensure quality instruction and effective monitoring of participant interactions, all live program sessions must involve at least two instructors.
  - If not possible to have another adult present, a supervisor must have the link and be able to drop into the call at any time.
  - Good practice suggests that one instructor should take the lead in program facilitation, and the other should take the lead on monitoring participant interactions (e.g. activities, interpersonal behaviors, verbal discussions, chat box, etc.).
- Adults may not communicate with minors digitally or in-person outside of the program.
- Adults may not have direct electronic contact with minors without another adult (e.g. program staff, program co-lead, program leader's supervisor, participant's parent/guardian, etc.) included in the communication.
- Program staff may contact participants only through official program channels (program E-mail, instruction platform, etc.)
- Program leaders and staff may not record interactions with minors through online instruction platforms.

### **Additional Conduct Expectations for Program Leaders, Staff, Faculty, and Volunteers**

- Adults must wear attire appropriate for typical in-person University programming and business.
- Adults must use a neutral background (e.g. blank wall, digital Zoom filter, limited exposure of private spaces, etc.)
  - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.
- Adults may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
- Adults may not screen shot or record other participants' images, information, or participation contributions during the program.
  - If a program leader must record an activity for instructional purposes, please contact the MSU Director of Youth Programs at [protect@msu.edu](mailto:protect@msu.edu) and describe the nature of the activity and why you will need to record the activity. Upon review by all necessary parties, additional guidelines will be provided if your request is approved.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted MSU official and the appropriate authorities (e.g. MSU Police, local police, Office for Institutional Equity, Children's Protective Services, etc.).
- When creating an online profile for the instruction platform or any other online account, limit the information that is shared.
  - For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
  - If a picture is required, the picture provided should be neutral and appropriate.
  - Be thoughtful of the information is shared in the virtual meeting itself.
  - Keep in mind that attendees could screenshot or record the meeting without your knowledge.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.

### **Additional Conduct Expectations for Program Participants**

- Participants must use a neutral background (e.g. blank wall, digital Zoom filter, limited exposure of private spaces, etc.).
  - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.

- Participants may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
- Participants may not screen shot or record other participants' images, information, or participation contributions during the program.
- Participants may not record interactions with other participants through online instruction platforms.
- When creating an online profile for the instruction platform or any other online account, limit the information that is shared.
  - For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
  - If a picture is required, the picture provided should be neutral and appropriate.
  - Do not share personal information in the virtual meeting.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits “Zoom Bombing” and similar disruptive behaviors.