<u>Safe Contact and Privacy Rules (online camps)</u>

In compliance with the Ball State University Policy Regarding Unaccompanied Minors, you are required to register your online or virtual activity with the Office of Risk Management. In addition, all participating employees, students, and volunteers staffing the event must complete the required EduRisk online training module, *"Protecting Children: Identifying and Reporting Sexual Misconduct"*. Please find the instructions for completion under Step #3 on the Policy Regarding Unaccompanied Minors webpage.

Guidelines for planning your online camp or activity:

Choosing a Suitable Platform:
The following links offer information about virtual platforms and each one's pros and cons:
https://www.acacamps.org/news-publications/blogs/camp-connection/virtual-program-platform-pros-cons
and https://www.commonsense.org/education/articles/18-distance-learning-tools-with-sound-privacy-practices

*Contact Ball State Information Technology to confirm your chosen platform is appropriate.

Controlling Access:

After choosing, understanding and configuring the platform's security features, implement another layer of security by requiring all camp sessions to use:

- A unique password;
- A "waiting room" for campers to wait, sequestered, before each session begins; and
- Require that at least two counselors are live in a session before allowing campers to enter from the waiting room.

Privacy Tips / Optional Suggestions:

- A sign-in displaying only the camper's first name and last initial to protect the camper's identity;
- Virtual backgrounds, to allow for more privacy for counselors and campers;
- Limits on screen captures and screen sharing;
- A disabled chat feature, or limited chatting between the camper and the counselors/moderators only to reduce chances of cyberbullying;
- A default so all campers are on "mute," with campers un-muted individually by the counselor when there are questions or discussion comments; and
- Limits on file transfer capabilities and chat features between campers to help eliminate cyberbullying and harassment.

Additional Considerations:

1. Train counselors/online moderators on these security features.
2. Train multiple counselors to be prepared to close the session in the event of inappropriate camper behavior or so-called "Zoom bombing" (infiltration by an unauthorized outsider). Most

importantly, require counselors to practice these skills and discuss situations that may arise requiring the moderator to act.

3. Policies should prohibit sharing meeting links and passwords with other campers or children not enrolled in a camp session. Consider having parents, and possibly campers (depending on their age), electronically sign an acknowledgment that they have read and agree to your policies.

4. Explain that your social media and other information technology (IT) policies still apply to your staff. Also, expressly prohibit one-on-one interactions between counselors and campers and prohibit counselors from "friending" or direct messaging campers.

5. Make sure the accessibility of online info is in place for any campers with disabilities.

6. Copy a parent and another counselor (or supervisor) on any communication with a camper outside of a camp session.

7. Require employees to acknowledge that they have reviewed and agreed to abide by your employment rules.

8. Explain expectations for parental behavior and involvement in the camp up front, especially if you are enrolling younger campers who may be unable to work independently.

9. Creating a cancellation policy. Example: *No refunds will be given for online programs unless Ball State University is unable to deliver the program once the weekly session has begun. Ball State University camps and activities are nontransferable. There are no partial refunds for participants who do not complete, or who partially participate during the week.* (language from the Smithsonian.com)

10. Consider any media release and parent consent forms you would still need to utilize.

Sources: https://www.acacamps.org/news-publications/blogs/camp-connection/best-practices-keeping-your-online-virtual-programming-safe-campers
American Camp Association https://www.acacamps.org and
National Cybersecurity Alliance www.staysafeonline.org and
EduRisk by United Educators https://www.edurisksolutions.org