



## **Virtual Youth Programming Guidance**

The guidance below is intended to help support programs offering virtual programming environments that involve minor participants. These recommendations are offered only as **best practices**. We are continuing to explore opportunities to scale our efforts as this space evolves.

### REGISTRATION

Program hosting Virtual Youth Programming must submit events through the standard event submission process (Special Event Form, Connect or Institutional Event...etc.).

### AUTHORIZED ADULTS

Authorized Adults should pass a criminal background check and complete the Baylor online learning course **Shine A Light**, which details **MANDATORY REPORTING REQUIREMENTS**.

### PLATFORM SECURITY

Programs should consult with Baylor IT security department in selecting an approved platform that adheres to any required privacy and security requirements established by the university. Please reference **Zoom Best Practice** and **Microsoft Teams Best Practice** to help support programming needs.

### CYBER BULLYING AND ONLINE BEHAVIOR

Programs should create a written Standards of Conduct signed by all participants, which addresses guidelines for appropriate online interactions. Programs should enable private chat features to avoid inappropriate messaging between minor participants.

### COMMUNICATIONS

Programs should only communicate with minor participants during scheduled programming via approved university platforms. Programs should avoid 1:1 online interaction between a minor participant and program staff. It is recommended that onlooker be present when interacting with a minor participant. Please reference our **One on One Best Practice Guidance** to direct programs for these interactions.

### ACCESSIBILITY

Programs should establish duo authentication for joining sessions or meetings for minor participants.

### CONSENT AND WAIVER

Programs should consult with OGC regarding waivers for consent and photo/Video release forms when applicable to adhere to any privacy laws,