



## **UNIVERSITY PROGRAMS OR ACTIVITIES INVOLVING MINORS VIRTUAL/ONLINE PROGRAMMING GUIDELINES/EXPECTATIONS**

### **Policy Guidelines:**

Program Director and all designated authorized adults participating in the Program must adhere to Rice University's Programs or Activities Involving Minors [Policy 811](#). Below are a few reminders:

- All Programs must register at least 30 days in advance of the start date.
- Registration must identify all designated authorized adults who will work directly with minors.
- Designated authorized adults must have a current background check (within the last three years) on file with Risk Management.
- Designated authorized adults must have completed Child Protection Training (within the last two years) on file with Risk Management.
- Programmatic Requirements are still mandatory, such as:
  - Mandatory reporting of any signs of abuse
  - General Guidelines and Adequate Supervision must still be maintained
    - Consider adhering to the Rule of Three: Two (2) authorized adults and one (1) minor or one (1) authorized adult and two (2) minors during the program.
  - Minors Safety and Emergency Planning – Add a contingency plan for platform bombing like Zoom Bombing, Releases for Liability or Media, Records Retention and the Minors in Laboratories policy
- Program Director must receive Program approval from Risk Management before the start date.

## **Expectations:**

- Ensure that you are using a [platform approved](#) by Rice.
- Address how participants will be able to access online materials, such as those with disabilities, those who have limited resources, those who have been significantly impacted by the cause of the disruption, or who have other challenges. E.g. will communications be closed captioned for participants who are deaf or hard of hearing? For assistance ensuring your materials are accessible, consider contacting the Digital Information Accessibility Coordinator at [a11y@rice.edu](mailto:a11y@rice.edu)
- Dress appropriately while on camera
- Do not post or share anything inappropriate, such as unsolicited obscene materials or making sexual materials in any form available to minors participating in programs or activities, or assist them in any way in gaining access to such materials
- Room should be quiet with a clean backdrop (no inappropriate pictures on the wall)
- No eating or drinking on camera
- No smoking on camera (includes vaping)
- Do not have direct electronic contact with minors without another designated Authorized Adult included in the communication. All communication should go through [approved Rice platforms](#).
- One-on-one contact is prohibited with minors via video calls, chat, instant messaging, video audio, telephone calls, text messaging, email, social media, etc.
- Do not meet with minors outside of established program times for program activities
- Do not share personal information, such as your address, personal email, social security number, cell phone, details about your personal life, etc.
- Recording sessions is not recommended
- Control access to the online platform, such as:
  - Do not post meeting ID's or passwords on public websites or via publicly available social media posts
  - Require a password
  - Participants should not be able to annotate
  - Designate a Co-Host/Moderator
  - Lock the meeting after a short period of time
  - Turn off file transfer features so participants can't send pictures or other content over the in-meeting chat feature
  - Mute participants
  - Host should control who is able to speak and share content
  - Do not allow participants to screen share or take videos
  - Disable private chat feature and breakrooms
- Ensure participants are using the updated version of remote access/meeting applications
- Ensure ALL online programming links are only for intended participants
- Respect diversity (including all races, genders, sexes, ages, sexual orientations, religions, disabilities and socioeconomic statuses)
- Derogatory sarcasm, comments, and offensive language that marginalizes participants or other designated individuals is unacceptable and should be avoided and defused
- Cyberbullying between participants is prohibited and must be reported to the Program Director. Look for and report any signs including but not limited to\*:

- Noticeable increase or decrease in program participation
- Participant exhibits emotional responses (laughter, anger, upset) to what is happening while participating in the program
- Participant becomes withdrawn or depressed, or loses interest in people and activities

For additional information, please contact:

**The Office of Risk Management**

youthprotection.rice.edu or [youthprotection@rice.edu](mailto:youthprotection@rice.edu)  
 (713) 348 – 5068

**Technological questions:**

OIT Helpdesk at 713-348-HELP or [helpdesk@rice.edu](mailto:helpdesk@rice.edu)

**Helpful Links and Resources:**

<https://cte.rice.edu/guide>

[Rice Distance and Online Education Policy](#)

<https://oit.rice.edu/>

[Rice OIT Policies](#)

[Rice OIT Protection of University Data and Information Policy](#)

[Connect Safely](#)

[Rice OIT Privacy Notice](#)

[Rice Remote Teaching Resources Zoom Meeting Privacy & Security](#)

[Rice OIT Zoom Updates](#)

[Cyberbullying Prevention](#)

[StopBullying.gov](#)

<https://kb.rice.edu/>

[ACA Camps Virtual Program Resources](#)

<https://www.justice.gov/coronavirus/combatingfraud>

<https://rupd.rice.edu/>

[Protecting Kids Online](#)