LAUNCH

Cyber Safety for Virtual Programming

The safety of all children participating in any LAUNCH program is a top concern and priority, and just as moving to an online platform for programming can keeps kids safe physically, LAUNCH is also committed to keeping kids safe online.

Google Classroom has been selected as the platform for LAUNCH programs due to its ease of use, collaborative functions and features that make meeting online easier with all participants.

As with all online environments, security and privacy are a top concern. Video conferencing opportunities, regardless of platform, require active measures to be taken to ensure a positive experience for everyone, especially when working with children.

With the security and safety of our participants in mind and to promote a positive learning environment for everyone, LAUNCH will ensure the following measures are followed in all LAUNCH virtual programs:

- All Google Classroom meeting links are password protected and are only shared with the coach and participants. Google Classroom links will not be posted publicly.
- All participants must ensure their display name matches with either the student's full name listed upon registration OR the parent/guardian's full name listed upon registration. Prior to allowing a person to enter the call, our coaches will confirm that the display name matches with individuals registered for the program. Those who do not have display names listed in our registration list will not be permitted to join the online program session.
- Online program sessions will be recorded by the coach for the safety of our program coaches and volunteers. LAUNCH will store these files for up to six months. LAUNCH will not share or distribute these recordings.
- Photographs of other participants online or recording/distributing videos of program sessions is not permitted. Should participants wish to photograph their own activities and program experiences, parental permission is recommended.
- The chat feature is actively monitored by program coaches to ensure what students are posting is "appropriate" and not in breach of our Digital Citizenship Guidelines.
- All participants and parents will need to agree to our Digital Citizenship Guidelines. Any participant who breaches LAUNCH Digital Citizenship Guidelines may be muted, removed from the online session or removed from the program.

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Participant safety and privacy continues to be our top priority. If you have any further questions or concerns, please do not hesitate to contact us at info@launchwaterloo.ca

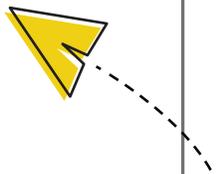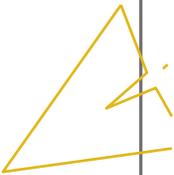## Supporting a Positive Online Program Experience

At LAUNCH, we strive to ensure all participants are welcome, included and safe. Coarse language, bullying, non-compliance, aggressive or inappropriate behaviour, and behaviour that significantly impacts the safety or enjoyment of our coaches, assistant coaches, volunteers or other participants are not permitted in our programs.

Parents/guardians are responsible for discussing appropriate behaviours with their children.

No work created by participants should feature violent or otherwise inappropriate themes. Our coaches and assistant coaches will make every effort to accommodate each participant's needs and integrate them into programming. However, actions or behaviours that do not adhere to this policy will be documented, reported, and could result in the permanent removal of a participant from the program. We reserve the right to remove and withdraw participants from the program should their behaviour cause harm to themselves, participants, staff or property.

Responsible Use of Technology

It is expected that materials and technology services supplied by LAUNCH will be used in an appropriate, responsible and safe manner. This includes, but is not limited to, all materials provided by LAUNCH and personal technologies connecting to LAUNCH's network and accessing LAUNCH technology services such as the internet, collaboration tools and digital learning platforms.

LAUNCH

LAUNCH Digital Citizenship Guidelines

Just like in real life, it is important to be respectful during online learning. Here are a few guidelines to keep in mind when participating in LAUNCH's virtual programs to make sure that you and your teammates have a great program experience!

Before our online session

Set yourself up in a room where there won't be interruptions. Remember, everyone in the program can hear you (and everything in the background!) when your mic is on.

Make sure your devices are fully charged.

When you are speaking on microphone, talk at a normal volume. There is no need to yell.

We recommend using headphones in order to prevent an echo when using the microphone.

In our online session

When your coach or one of your teammates is talking, please do not interrupt them. If you have a question, let your coach know in the chat.

The chat is intended to ask questions, answer questions, and share relevant information to the program. Please do not use the chat for items unrelated to program.

If you have a question or you need help, be sure to ask! If you don't tell your Coach you need help, they won't know.

Most importantly…have fun!