

# **Keewaydin Zoom Guidelines and Expectations**

## ***Parents and Campers:***

Zoom prohibits children under the age of 18 from creating their own Zoom accounts. When participating in Keewaydin-related Zoom sessions, campers must be logged into a parent account. Zoom also requires that parents be present during a Zoom session in which their child is participating. We interpret “present” to mean nearby, not necessarily “sitting next to.”

## ***Keewaydin Staff Supervision:***

The Foundation will provide training for all staff in the proper and secure use of Zoom. In addition to Foundation Staff, staff originally slated to work in summer 2020, and, from time to time, other former summer staff, will serve as supervisors and will take the steps to ensure a safe environment during Zoom gatherings.

These include:

- Zoom gatherings will be established with recommended security protocols in place.
- Password-protected meeting invitations will be sent to parents, not to campers. Only Keewaydin staff can enable the recording of any online gathering. *This eliminates the possibility that content from the gathering can be downloaded by other participants and shared externally.*
- At least two Keewaydin staff will be present at each Zoom gathering.
- Screen sharing by participants will be disabled. *This eliminates the possibility that campers can inadvertently, or intentionally, share content on their screens with others.*
- Private chats option will be disabled. *This eliminates the risk of any inappropriate conversations taking place during the gathering.*
- Staff will remain in the Zoom meeting until all campers have left the session.
- When technology allows, recordings and chat transcripts will be kept of Zoom sessions.

## ***Other Zoom Considerations***

During Zoom video/audio conferences, campers will be visible/audible to other participants (campers and Keewaydin staff). It is also possible that participants may be visible to people in the other participants’ households. If you and/or your child do not wish to share your camera and/or your audio capabilities, you may turn them off and simply attend the online session as a viewer; however, this may limit your ability to participate, depending on the format of the gathering.

## ***Virtual Programming Code of Conduct***

- Just like at camp, we expect campers to be respectful, kind and considerate.
- Please arrive to Zoom activities on time and be in a place where there is a minimum of distraction in the background.
- Please be dressed appropriately (e.g. wearing a shirt, no inappropriate language on clothing, etc.)
- Follow the instructions of the staff (e.g. muting, hand raising, etc.)
- HAVE FUN!