



CALIFORNIA YMCA YOUTH & GOVERNMENT

ONLINE PROGRAMMING PROTOCOLS AND AUTHORIZATION

California YMCA Youth & Government aims to create a safe and secure online environment for every participant (i.e. delegate, advisor, volunteer, staff) throughout all platforms. It is crucial that our participants and guests feel welcome in our programs, services, and activities. The following protocols are aimed toward this goal and must be followed by all participants and staff. All participants and parents/guardians are required to review and sign the Online Authorization Form. Furthermore, it is mandatory for all delegates to complete and submit the "Staying Safe/Digital Citizenship Activity." Failure to do so will result in removal from all online programming.

CALIFORNIA YMCA YOUTH & GOVERNMENT ANTI-CYBERBULLYING POLICY

- ★ Cyberbullying is the use of any electronic communication to harm or bully a person or persons through the medium of electronic text, photos, or videos. Cyberbullying and bullying actions include but are not limited to: harassment, threats, and intimidation. Some examples of cyberbullying and/or bullying are:
 - ★ Sending hurtful and cruel messages
 - ★ Sending sexually explicit images or content
 - ★ Posting someone's texts, photos, or videos without the consent of the individual
 - ★ Mocking or harassing an individual through any type of medium and/or online platform
- ★ California YMCA Youth & Government aims to provide an environment free from bullying and cyberbullying. It is a violation of this policy for any participant (i.e. delegate, advisor, volunteer, staff) to engage in any cyberbullying or bullying behavior. It is also a violation for any participant to condone or fail to report any acts of bullying or cyberbullying.
- ★ Platforms used for and by California YMCA Youth & Government include but are not limited to social media sites, discussion groups, messaging chat rooms, game-based learning courses, webcams, text messaging, and instant messaging. More platforms may be added as new programs are introduced to the organization.
- ★ Participants will also be in violation of our policy if they engage in bullying or cyberbullying in any platform that is not California YMCA Youth & Government related and in the use of technology that is not owned or rented by the organization.
- ★ Cyberbullying creates an unsafe and hostile environment. This is a violation of a participant's right to feel safe and will not be tolerated on any level. All participants of California YMCA Youth & Government are required to uphold the YMCA core values and provide a safe environment for everyone.
- ★ It is the responsibility of every delegate, volunteer, advisor, and staff to recognize acts of both cyberbullying and retaliation. If a participant believes that they are in any way a victim of bullying, cyberbullying or retaliation; they can report it to a staff member of the organization. California YMCA Youth & Government volunteers, advisors, and staff members are here to help and are available to all participants. We strongly encourage all victims of cyberbullying and/or bullying to share their experience with the organization as California YMCA Youth & Government strives to provide an environment free from bullying and cyberbullying.
- ★ Victims may submit any reports of cyberbullying anonymously at any time. However, California YMCA Youth & Government strongly recommends that victims include their information in the report so the organization is able to appropriately address the situation and ultimately provide a safer environment.
- ★ Any participant who engages in bullying and/or cyberbullying behavior will be subject to disciplinary actions that may include but are not limited to, reprimand, suspension, or expulsion from the program. Participants who make a false accusation will be subject to the aforementioned disciplinary actions.
- ★ Reports of bullying or cyberbullying should be submitted through an [Event Incident Report](#) along with any proof such as screenshots or pictures.

COMMUNICATIONS

- ★ Delegates, advisors, and volunteers will use email and Google Classroom as the main forms of communication for statewide online program activities.
- ★ There will always be a minimum of 2 staff/volunteers present on all video chat, phone calls, or emails and a minimum of one adult per virtual break out room. Volunteers and delegates will not engage in 1:1 communication through any platform.
- ★ Communication between volunteers and delegates may only occur between the hours of 9am-7pm. Communication will only be regarding program related information.
- ★ All video (i.e. Zoom, Google Classroom, Adobe Connect) or phone chat invitations will come from California YMCA Youth & Government staff, volunteers and/or lead advisor. All sessions will be recorded and available on the website.

PROGRAM LOGISTICS

- ★ All virtual meetings will be password protected. Each room will have an adult host who will remove or put on hold unwanted or disruptive participants.
- ★ All delegates will be muted upon entry. They will need to take themselves off mute when they are ready to participate.
- ★ Private chat, annotation, and all file transfers will be turned off.
- ★ Hosts are able to lock the meeting if necessary.
- ★ All invites must come from California YMCA Youth & Government staff, volunteers and/or the lead advisor. Throughout the meeting, adult hosts will inspect the list of participants to make sure everyone is an authorized user.
- ★ Staff will use the [waiting room](#) function and admit the youth to the meeting. Delegates will enter a waiting room before being accepted into the call. "Join before host" option will be disabled.
- ★ Staff will use the [chat options](#) to communicate updates to the entire group or provide direct individual tech support to delegates who need it. All chat logs will be saved and available for review by parent/guardian upon request.
- ★ All participants and staff will ensure their background is free of distractions. [Virtual backgrounds](#) are not allowed to be used without the expressed approval of a core staff member.

PARTICIPANT EXPECTATIONS

- ★ All participants must provide original content when engaging in sessions. Cheating will not be tolerated and may lead to reprimand, suspension, or expulsion from the program.
- ★ All participants have the responsibility to report any violations (set forth by California YMCA Youth & Government) they witness.
- ★ Participants are expected to be attentive and fully engaged when active in a virtual session.
- ★ Virtual programs and activities are dedicated to the learning experience of our delegates. For this reason, virtual meeting rooms are closed to all members of the public, including parents. However, we acknowledge the crucial role that parents/guardians play in supporting their students. Any parent or guardian is welcome to watch your delegate while they present; however, we ask that you do so from out of view of the camera and refrain from speaking out.

DELEGATE REMOVAL FROM PROGRAMMING

Please note that parent and/or guardian will be contacted and informed of all disciplinary steps involving the participant.

- ★ Delegates found to be violating the code of conduct will receive a written warning from staff. This may come in the form of an email, private google class comment, private zoom message, etc.
- ★ Delegates that violate a rule again will be removed from their virtual meeting and will not be allowed to re-join that day.
- ★ Continuation of inappropriate conduct will result in suspension of weekly activities or until issue is resolved.
- ★ As outlined in the Code of Conduct, if a delegate displays a pattern of inappropriate conduct California YMCA Youth & Government reserves the right to expel them from the online program.
- ★ In severe cases, programming staff will immediately remove a delegate from any online programming activities. Parent/guardian will be notified immediately following the incident.

ONLINE AUTHORIZATION FORM

The following requirements serve as an extension of our California YMCA Youth & Government code of conduct. Additionally, students and participants must abide by their local or state YMCAs and Youth and Government program policies, regulations, and code of conduct. All student participants must review these regulations with their parent/guardian. The parent/guardian must submit their digital signature agreeing to these policies prior to the participant engaging in virtual YMCA Youth & Government programming.

- I. **CODE OF CONDUCT AGREEMENT:** For participants and volunteers: By signing, I acknowledge that I have read, understand and will follow the California YMCA Youth & Government (Y&G) Code of Conduct at all Y&G conferences, functions, and activities. A current copy of the Code of Conduct can be found [here](#).

For parents/guardians of participants: By signing, I acknowledge that I have read and reviewed the Code of Conduct with my child and I accept the responsibility for my child's adherence to it. I also understand that if my child violates the Code of Conduct, they might be expelled from the program.

- II. **MEDIA AND DATA COLLECTION RELEASE:** Permission is granted to California YMCA Youth & Government (Y&G) and their authorized representatives to take photographs, video and audio recordings (collectively referred to as media) of participants and volunteers during their participation in Y&G sponsored programs and events (virtual or live functions). Media in any format, including electronic media, may be used for any purpose, including publicity. Permission is also granted to Y&G and their authorized representatives to gather survey data about me and or my child and their Y&G experience. The participant and their parents hereby waive and forever relinquish any rights to such media and or data without compensation. I have read and agree to these conditions.

- III. **SOFTWARE PROTOCOLS** (Zoom, Adobe Connect, Google Classroom):

- A. All participants must use their First Name & Last Name (not a random username). This helps us to ensure the privacy of our meetings. Example: Clement Jones.
- B. Find an appropriate, quiet area and call-in at the scheduled time so you can be fully present. All participants must have their video function on so that we can see and hear you. Please do your best to keep background noise or distractions to a minimum. **Photos and videos of others without the expressed consent is prohibited.**

- IV. **APPROPRIATE ATTIRE:** Appropriate attire must be worn at all times. Clothing with vulgar language, obscene gestures, racial slurs, or anything that contributes to a hostile environment or would be considered inappropriate in a YMCA facility or program is not allowed. Appropriate tops and bottoms should be worn. California Youth & Government staff will inform participants of video meeting dress code (casual, smart casual, or semi formal wear).

- V. **LANGUAGE:** Vulgar language, including swearing, name-calling or shouting/yelling at others is prohibited on all platforms. When communicating in the chat box, please do not send links or information that is not aligned with our YMCA values.

- VI. **SAFE ENVIRONMENT:** Respect others' cultures and personal way of being. We strive to create a safe emotional and virtual space. We encourage participants to honor diversity in all dimensions and respect opinions or perspectives. The YMCA stands up against all forms of bullying, discrimination and racism.

- VII. COMMITMENT TO PARTICIPATE:** For participants and volunteers: I acknowledge that I am committing to fully participate in all MUN activities, services, and programs. I understand that I am responsible for my own attendance, completions of tasks, and performance throughout this program. Failure to participate will result in suspension or expulsion from the program.
- For parents/guardians of participants: I understand and acknowledge that my child is committing to participate in the MUN online program and I accept the responsibility for my child's adherence to it. If my child fails to participate in the online program, they might be suspended or expelled from the program. Additionally, I understand that I am responsible for reporting any situation that might impede my child's participation in the program to a staff member of Y&G.
- VIII. AGREEMENT TO ANTI-CYBERBULLYING POLICIES AND ONLINE PROTOCOLS:** For participants and volunteers: By signing, I acknowledge that I have read, understand and will follow the California YMCA Youth & Government Anti-Cyberbullying Policies and Online Programming Protocols at all Y&G conferences, functions, and activities.
- For parents/guardians of participants: By signing, I acknowledge that I have read and reviewed the California YMCA Youth & Government Cyberbullying Policies and Online Programming Protocols with my child and I accept the responsibility for my child's adherence to it. I also understand that if my child violates the Anti-Cyberbullying Policies or Online Protocols, they might be expelled from the program.
- IX. INAPPROPRIATE CONDUCT:** Any other conduct of an inappropriate, threatening or offensive nature will be investigated/evaluated by YMCA leadership. Teens that do not abide by this agreement may be prohibited from participating in future virtual events or in person activities.
- X. ALCOHOL, TOBACCO, AND OTHER DRUGS:** The use of alcohol, tobacco, and drugs (including e-cigs/ tobacco-like products) is not permitted in or outside of ALL virtual calls. Participants that show, obtain, see in the background or on clothing, make references to or use during the virtual calls will be removed from meeting and removed from future virtual and in-person events. Law enforcement may be involved if necessary.
- XI. REFUND POLICY:** Full refunds will only be made until the Friday prior to the start of the program. Should your delegate not be able to continue with the program after the deadline, please consider making a tax deductible contribution instead to a delegate in need.

SIGNATURE OF AGREEMENT

By signing below, I acknowledge that I have reviewed the following policies with my child. We (participant/parent/guardian/volunteer/advisor) have read, understood and agreed with the statements written on this document. We understand that disregarding any part of these policies or deciding to behave in a manner inconsistent with the YMCA's Core Values of Caring, Honesty, Respect, and Responsibility, may negatively impact the participant's status at California YMCA Youth & Government.

Parent/Guardian/Volunteer/Advisor Signature: _____

Printed Name of Parent/Guardian/Volunteer/Advisor: _____

Date: _____