

Hawai'i State 4-H Program Online Safety Guidelines

Planning

- At least two adults to facilitate meeting / activities
- All youth enrolled/registered
- Code of conduct must be followed
- Address special needs of youth including those without technology access
- Do not publicly list the connection link. Provide it to members using other media (e.g., email).
- Don't use social media/communication outside a group setting w/out a record

Online Youth Safety Set Up

- Choose a suitable platform (e.g. [Zoom](#), [Google Meet](#), [Flipgrid](#))
- Set up the meeting to control access.
- If using Zoom, [secure your meeting](#); follow these tips for [Flipgrid](#).
- Disable private chat so that all comments are viewable to all participants.
- Don't enable others to join before the host.
- Select at least one adult to serve as the "producer" to
 - monitor chat, respond to questions, and remove conversations as needed
 - mute/unmute participants
 - share screens
 - turn on closed captioning (if available)
- In breakout rooms, leaders are not able to see the chat, so it is best to have at least one adult in each room. In addition the adult can help facilitate the conversation or activity. For younger ones parents that are present can help to monitor the chat and verbal conversations.
- Staff/volunteers(s) must be the last person to leave the meeting to ensure all youth have signed out.

Breakout Rooms, Chat, and More

- Adults may be in a breakout room with 2 or more youth
- Set expectations for breakout rooms
- Recommended that youth under 12 have parent/guardian present
- Youth should be online in a public space or common living area
- Do not private chat youth
- Promote experiential learning

Accessibility

- Closed captioning
- Be flexible and safe about location of youth
- Reflect diverse learning styles

Tips

- Conduct dry runs
- Start and finish on time
- State expectations and talk about engagement methods
- Model safety and engagement
- Make safety explicit "we will always have at least 2 adults present"
- Engage with polls, video or other techniques
- Use chat rooms
- Encourage movement (get up and get something)
- Get comfortable with security and other platform features

Online programming expectations

- At least two adults must be present online for any meetings or activities that will have breakout rooms
- If youth participants are moved to virtual breakout rooms:
 - An adult should not be alone with a young person in a breakout room; one adult may be in a breakout room with two or more youth.
 - Young people may be in a breakout room without an adult (similar to having youth in small groups in different corners of a room). Before breaking into groups, set expectations and let youth know adults will be checking in and out of the breakout room. Make sure youth know how to call an adult into the breakout room if they have a question.
- Do not use social media or other communication tools, such as Snapchat, that purposely do not maintain a record of communication.
- When project instructions are given online, it is understood that because of the experiential nature of the 4-H youth development program, young people will practice, or explore subject matter to build new skills offline. Program staff or volunteers should encourage young people to practice or explore based on youth comfort level rather than providing directives to accomplish a specific task by a certain time.
- Staff/volunteers(s) must be the last person to leave the meeting to ensure all youth have signed out.

4-H code of conduct applies online

- The authorization statements agreed to in the 4-H enrollment apply to online environments. These include code of conduct, medical authorization, transportation consent, media release, privacy statement, and waiver and release.
- We take safety seriously in all 4-H learning environments. Ensure youth, parents/guardians, volunteers and staff report code of conduct incidents to the adult responsible for the program.

Scheduling

Make and use a calendar. Post online (no zoom links or times, just dates) Have youth include all activities in the calendar to help balance school, 4-H, personal, and family time.

- Designate regular blocks for club meetings and activities (multiple, shorter blocks of time may work better than pre-COVID longer, monthly meetings)
- Record regular weekly commitments
- Record meal times, family times, laundry times, etc.
- Record all regularly scheduled personal activities such as meetings, job, and sports/activities
- Record any special activities to do on a regular basis
- Keep open some time for daily physical activity
- Label some empty blocks of time as OPEN for personal needs.
- Schedule some time during Friday, Saturday, and Sunday to play, relax, or do whatever you want to do.