



Appalachian's Guidelines on Video Conferencing Youth Programs

Video conferencing youth programs provide minors with remote comprehensive learning and enrichment. There are many benefits for both minors and parents for having these remote enrichment options available; however, there are also risks that must be appropriately managed by all individuals involved. Below you will find a comprehensive list of minimum standards Appalachian requires for all Youth Programs, defined in Appalachian Policy 111.1 – Minors on Campus ("Policy 111.1"), that engage in video conferencing with minors.¹

General Requirements

- Video conferencing consent forms signed by each participating minors' parent or guardian must be returned to youth program directors before any video conferencing is permitted with the minor.
- All youth programs must attest that they have met: (1) the minimum requirements as outlined in these guidelines, and (2) the minimum technical and security requirements as identified by Appalachian's Information Technology Services Department ("ITS") found [here](#).
- In addition to an attestation, youth programs that are sponsored by an academic or administrative unit of the University ("university youth programs") must communicate to both Conference and Camp Services ("CCS") and ITS, which online platforms will be used to conduct video conferencing with minors. Additionally, approval from ITS and CCS must be received before a university youth program is permitted to begin video conferencing sessions with minors.
- Program staff are responsible for adhering to Appalachian's Guidelines on Acceptable Behavior with Minors when participating in a video conference session with minors.

Supervision Ratios

- The minimum supervision ratio requirements in Policy 111.1 must be adhered to during all video sessions with minors. However, it is highly encouraged that all video conference sessions have at least two program staff in a video conferencing session.
- If a youth program conducts private lessons with minors (e.g., a piano lesson) at least two program staff need to be present in the video conference room. If a second program staff

¹ Some of the terms throughout this document are defined in Appalachian Policy 111.1 – Minors on Campus. The policy should be referenced, as needed.

member is not available, then a parent must be visible on camera at all times during the video conference session.

- If a youth program utilizes break out rooms with students, then program staff are still responsible for adhering to the minimum supervision ratio requirements, as expressed in Policy 111.1, or as otherwise addressed in this video conferencing guidelines.

Meeting Host Requirements

- At least one program staff member must be a meeting host and present in the session.
- The meeting host must send the following information to a parent or guardian for each video conferencing session: (a) meeting link or call in number, (b) a meeting ID, and (3) a password to enter the video conferencing session.
- The meeting host must monitor all activities in a conference session and must remove or block any individuals that have inappropriately accessed the session.
- The meeting host is responsible for controlling all muting, video functions, chat, and any additional technical troubleshooting that may develop as a result of the video conference session.

Information Sharing

- Information about video conference sessions or youth program activities should never be sent directly to a minor. The information should be sent directly to the minor's parent or guardian who may relay the information to the minor.

Chat and Recording Features

- All instant messaging chat functions in the video conference session should be disabled.
- The recording of video conferencing sessions with minors (e.g., audio, visual, or both) is prohibited at all times. To the extent possible, recording functions on video conferencing platforms should be disabled and the prohibitions under this section should be communicated to all program staff, minors, and parents or guardians.