

# University Virtual Programs for Minors Protocols

## Enterprise Risk Management Notification:

All online programs aimed at minors must be vetted by the University's Enterprise Risk Management Department to discuss the virtual program, activities, and content at a minimum of **30 days** (preferably 60 days) before they plan to begin. For HSC based and sponsored programs and OU-Tulsa administrative programs please email [MinorsOnCampus@ouhsc.edu](mailto:MinorsOnCampus@ouhsc.edu), for OU Norman based and sponsored programs please email [MinorsOnCampus@ou.edu](mailto:MinorsOnCampus@ou.edu).

The University acknowledges that the virtual programs will be online, however some of the key risk mitigation measures to ensure the safety of the minors addressed in the University's Minors on Campus Guidelines are still applicable. For additional information on the University's Minors on Campus Guidelines please visit the <https://risk.ouhsc.edu/Minors-on-Campus> or <http://www.ou.edu/web/landing/policy>.

## Background Checks:

**Criminal and sex offender background checks:** University Faculty, Staff, Students and Volunteers who run online programs for minors must successfully complete a criminal and sex offender background check within the year preceding the start of the online program. Until a successful background check is received, the employee, student or volunteer may not participate in the Online Program aimed at minors. Background checks may be conducted through the University's Human Resources department.

**Student Misconduct checks:** Each University student who is involved with running an online program aimed at minors must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or have been charged with any such violations within the past six months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks. Students must also be in good standing with his/her College. Please contact the appropriate Student Dean to determine whether the student is in good standing with his/her College.

## Setting up the Online Program:

Online programs must use the University's approved ZOOM platform. You must work with the University's IT Department to properly set up the ZOOM platform specific to the program aimed at minors to ensure additional safety features have been implemented and to ensure that it is appropriate for use by minors. Some of the features should include but are not limited to: require a password and approved participants access only to sessions, use of waiting room, limit use of backgrounds to pre-approved appropriate images only, disable chat rooms as soon as the session ends, disable private chat rooms and only allow for group chat rooms. It is also important to have procedures in place on how to safely identify the approved participants' entry for every session; such as only using their full first name and initial only for the last name.

OU Norman based and OUHSC based programs can find additional resources on how to properly set up teach anywhere/ learn anywhere programs at these links: <https://www.ou.edu/teachanywhere> , <https://www.ouhsc.edu/teachanywhere/>

## **Zoom support is provided through the following channels:**

- Email your Specialists ( Norman) or Tier 1s ( HSC/Tulsa)
- For general Zoom support questions, call **(405) 325-HELP (4357)**, option 2.
- Zoom Help Center [\*\*Frequently Asked Questions\*\*](#)

## Safe Conduct, Communication and Privacy Protocols

**The following safety protocols apply to all online programs for minors.**

- The University strongly recommends that at least two adults are online during live programs. If a department/program can't provide more than one adult to supervise the online program, please call the respective University Enterprise Risk Management Department to discuss and to learn about the additional safety features that will be required prior to the program taking place.
- Avoid one-to-one virtual contact with minors.
- **No private** direct messaging, texting, chatting, or personal emails between a minor and a program supervisor/online teacher is permissible. Group messages and posts are acceptable and must be viewable by all participants.

- You may text or email a participant for program purposes only, and you must copy the participant's Parent(s) or Legal Guardian. (Parents and/or Legal Guardian must provide a current phone number and email address on the **University Virtual Programs for Minors Release Form** and submit it to the Program Supervisor prior to the start of the program.)
- Minors may not engage in activities involving hazardous materials (chemical, biological, radiation) or work with mechanical tools at home during the online program. For questions about whether a proposed activity can be done safely please contact Environmental Health and Safety Office <https://compliance.ouhsc.edu/EHSO> and the respective campus Enterprise Risk Management office to discuss. For HSC based and sponsored programs and OU-Tulsa administrative programs please email [MinorsOnCampus@ouhsc.edu](mailto:MinorsOnCampus@ouhsc.edu), for OU Norman based and sponsored programs please email [MinorsOnCampus@ou.edu](mailto:MinorsOnCampus@ou.edu).
- Parents/Guardians must be provided with access information to all virtual meetings and programs.
- Review the Minors on Campus Guidelines for reminders on behavioral expectations <https://risk.ouhsc.edu/Minors-on-Campus> or <http://www.ou.edu/web/landing/policy>

### **Recording of Online Session**

In order to record the online sessions by the program administrator, permission and consent must be given by the participants Parent(s) or Legal Guardian by use of the **University Virtual Programs for Minors Release Form**. Program administrators may not record online sessions on their personal computer or device. Recordings must be made to the cloud. Recordings may be shared afterwards with participants in an un-editable format. Please work with the University's IT department to make sure this has been set up properly. Recordings or photos of the zoom session should not be rebroadcast or published after the session unless each visible participant has agreed to the University's Talent Release included in the University Virtual Programs for Minors Release Form.

### **Required Forms**

Parent(s) and/or Legal Guardians of participating minors must complete the **University Virtual Programs for Minors Release Form** and submit it to the program administrator prior to the start of the online program. Program administrators must submit scanned copies of the signed University Virtual Programs for Minors Release Forms to the respective University Enterprise Risk Management Department prior to the start of the online program. For HSC based and sponsored programs and OU-Tulsa administrative programs please email [MinorsOnCampus@ouhsc.edu](mailto:MinorsOnCampus@ouhsc.edu), for OU Norman based and sponsored programs please email [MinorsOnCampus@ou.edu](mailto:MinorsOnCampus@ou.edu).

### **Reporting Concerns**

**The procedures for Reporting Abuse and Neglect identified in the University's Minors on Campus Guidelines** <https://risk.ouhsc.edu/Minors-on-Campus> or <http://www.ou.edu/web/landing/policy>, remain the same for online programs. If anyone has other concerns about online programs for minors, you may send an email to the respective University Minors on Campus email. For HSC based and sponsored programs and OU-Tulsa administrative programs please email [MinorsOnCampus@ouhsc.edu](mailto:MinorsOnCampus@ouhsc.edu), for OU Norman based and sponsored programs please email [MinorsOnCampus@ou.edu](mailto:MinorsOnCampus@ou.edu).

### **Disability Accommodations**

Participants who need to request disability accommodations should contact their program administrator.