GUIDELINES FOR ONLINE PROGRAMS

AS YOU SHIFT TO ONLINE DELIVERY OF EDUCATIONAL PROGRAMS FOR K-12 STUDENTS, CONSIDER THESE RECOMMENDATIONS AND BEST PRACTICES TO DESIGN SAFE AND ENGAGING EXPERIENCES.

START WITH THE BASICS

- Ensure that students know how to:
  o mute and unmute their microphone
  o indicate that they have a question or comment
  o use the group chat
- Consider sharing a brief overview or agenda for the session so students know what to expect.

HAVE FUN!

- Let students get to know the person behind the screen by introducing yourself. Be creative:
  o show photos,
  o make a funny introduction video
  o share unique facts about yourself
  o play two truths and a lie
- Focus on fun! There are plenty of ways to keep kids laughing. Use tools and strategies like:
  o video clips, GIFs, and memes
  o change your background during video calls
  o tell cheesy jokes or puns
  o playing music at the beginning and end of calls

ACTIVE ENGAGEMENT

- Be more than just a talking head! Use interactive tools to build engagement, such as:
  o Padlet - An online 'bulletin board' where users can share text, links, and multimedia
  o Poll Everywhere and Mentimeter - Capture feedback and responses from participants during live sessions
  o Whiteboard Jr - Create an online whiteboard space for each student
  o Nearpod - Add interactive and collaborative activities within a slide deck
  o Flipgrid - Invite learners to record and share short videos
- Get students involved through interactive activities that connect to your content, such as icebreakers, brain breaks, and games.
- Move beyond the computer screen. Look for opportunities to connect your program content to the real world and let students engage in hands-on learning through experimenting, designing, building, and creating with common household items.

SAFETY AND PRIVACY

- Learn about and activate built-in safety features within your video platform, such as:
  o creating password-protected rooms
  o requiring that guests be admitted to the room
- Familiarize yourself with the Family Educational Rights and Privacy Act (FERPA), which prevents the release of personally identifiable information without first obtaining written parental consent.
- If you plan to record sessions or take photos, verify protocols and policies ahead of time to ensure that you have consent to record and/or share. Always follow guidelines from your director, school, or district leadership.
- Rather than requiring students to turn on their videos, offer multiple options for engagement (including video, voice, chat, or just listening).