

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:
 - mute and unmute their microphone
 - indicate that they have a question or comment
 - 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!
 - show photos,
 - make a funny introduction video
 - share unique facts about yourself
 - play two truths and a lie
- Focus on fun! There are plenty of ways to keep kids laughing. Use tools and strategies like:
 - video clips, GIFs, and memes
 - change your background during video calls
 - tell cheesy jokes or puns
 - 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:
 - **Padlet** - An online “bulletin board” where users can share text, links, and multimedia
 - **Poll Everywhere** and **Mentimeter** - Capture feedback and responses from participants during live sessions
 - **Whiteboard.fi** - Create an online whiteboard space for each student
 - **Nearpod** - Add interactive and collaborative activities within a slide deck
 - **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:
 - creating password-protected rooms
 - 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).

