

VIRTUAL LEARNING RISK MANAGEMENT TIPS

The cancellation of on-campus summer programs and events has led to some youth programs transitioning into virtual learning models for Summer 2020. While the policies and procedures of PM-16 will continue to apply to the virtual learning environment, there are several additional new risks posed by a virtual learning setting that must be addressed to minimize the risk of harm to minors. In order to address those risks the LSU Office of Risk Management has developed the virtual learning risk management tips below.

In addition to the tips below, youth programs that plan to continue operations virtually must still comply with PM-16 policy requirements, including but not limited to program registration, training and background check requirements for adults working with youth programs, etc.

More information can be found on the LSU Youth Protection webpage.

[\[https://www.lsu.edu/riskmgmt/youth/youth.php\]](https://www.lsu.edu/riskmgmt/youth/youth.php)

VIRTUAL LEARNING TIPS

When using a pre-recorded video session, programs are encouraged to:

- ❖ Designate an individual to review and approve all video content prior to sharing with program participants.
- ❖ Share and store videos in a location managed or authorized by the Program or University.
- ❖ Verify that pre-recorded video meets the University's technology and accessibility standards.

When hosting live video sessions, programs are encouraged to:

- ❖ Obtain parental consents before minors attend a live session.
- ❖ Consult with the LSU General Counsel's office to ensure the consent form/release form contains sufficient language to cover learning in a virtual learning environment.
- ❖ Enact an appropriate dress code for all adults, including program staff and volunteers, and for the minors participating in the program, if they will be visible. Require adherence to the program's dress code.
- ❖ Make reasonable efforts to ensure two or more adults are present on all live video sessions, preferably an Authorized Adult (program staff or volunteer that has undergone the Basic Training for Adults Working in Youth Programs). If no such adult is available, parents can volunteer to be present but must complete the Volunteer Disclosure Form.
[\[https://app.smartsheet.com/b/form/f2c72d5fe0c2460881a9bdc975cb3aaa\]](https://app.smartsheet.com/b/form/f2c72d5fe0c2460881a9bdc975cb3aaa)
- ❖ Disable all screen-sharing and private chat functions during live sessions.
- ❖ Prohibit all video recording, screenshots, and photography unless authorized by the Program Administrator or their designee.
- ❖ Prohibit the use of cameras by a program participant unless a parent is present, or the parent has authorized camera use via consent form or release agreement.

- ❖ Restrict access to virtual sessions to avoid hackers and invited attendees by utilizing the following measures:
 - Locking all video sessions after a reasonable timeframe. But, allot enough time for all program participants to get logged into the session.
 - Requiring authentication to access the platform. Consult with the ITS Department to learn the best ways to accomplish this task.
 - Monitoring the attendee list throughout the session and removing all unauthorized attendees as soon as possible.

Programs are encouraged to adopt broader adult behavioral expectations specific to virtual learning for program staff and participants, such as:

- Adults should make best efforts to host and record video sessions in a safe and professional environment. When possible, avoid recording in intimate settings, i.e. private bedrooms and bathrooms.
- Adults should not engage in private chats with students unless another adult is copied.
- Adults should make reasonable efforts to restrict access to their private social media pages.
- Adults should not record or take photos of program participants unless authorized by Program Administrator and the parent or guardian.

Programs are encouraged to consult with:

- ❖ LSU General Counsel, to ensure the program complies with the relevant laws and regulations, and that the consent form/release contains the appropriate language for a virtual learning setting.
- ❖ Information Technology, to learn the best platform to meet your program's needs and ensure the tool has the appropriate data retention policy in place.

For questions regarding the above Virtual learning tips, please contact Ashley McGowan at amcgowan@lsu.edu or youthprotect@lsu.edu