



Dear Parent/Guardian,

We are excited to have your child participate in our Virtual iSTEM Club. NIHERST is committed to providing a safe and enjoyable online experience for your child. We ask that you read the **Virtual iSTEM Club Parent/Guardian Guidelines** and also review the **Member Code of Conduct** with your child.

VIRTUAL iSTEM CLUB PARENT/GUARDIAN GUIDELINES

(A) LOGGING IN/LOGGING OUT

Each session, unless otherwise stated, runs as outlined below.

- 5 – 6 years old: from 9:00 a.m. to 12:00 noon
- 7 – 9 years old: from 9:00 a.m. to 12:00 noon
- 10 – 13 years old: from 9:00 a.m. to 12:00 noon

All members are required to log in using the provided link to the session for which they are registered at least five (5) minutes before the sessions is scheduled to begin. It is important to log in to the session early to troubleshoot any technical difficulties e.g. configuring audio and video settings.

Please enter a screen name/username that is the full name of the camper as stated on the submitted registration form. Members may be placed in a virtual waiting room before entering the online camp and using their name aids in confirming their identity before providing access.

Members should start the session with their video /cameras for the duration of the session except where when asked to share their screen with the group. Microphones should be muted at all times except when the member is given permission to unmute by the facilitator.

Before logging in to the session we ask parents/guardians to survey the physical space in which the member will be seated for the virtual camp. Please be mindful of camera placement e.g. away from open windows, passageways and doorways as well as lighting and objects in the background. Additionally it is in your best interest to inform relatives and guests that your child will be participating in an online session and to refrain from disturbing the camper.

At the end of the iSTEM Club session all members are required to safely log out of the session or this will be done by the NIHERST facilitator.

(B) iSTEM CLUB FEES

The \$300 club fee covers the entire duration of the club (six meetings). This does not include materials and supplies.

MEMBER'S CODE OF CONDUCT

(A) BEHAVIOUR

1. Members should accept and get along with others. Teasing, practical jokes, harmful comments, etc. will not be tolerated from any camper.
2. Members must be sensitive to others in terms of race, religion, physical characteristics and language. Ethnic or religious slurs or jokes will not be tolerated.
3. Members must respect others (members, club facilitators and guests).
4. Members must not use obscene language.
5. Members must follow directions the first time they are given by the facilitators, as they are for the safety of everyone.

(B) ONLINE SAFETY

1. Members are to use only the links, programs, software etc. provided by NIHERST before and during the club session.
2. Members should close all other browsers, games and programs while the virtual club is in session. This reduces the possibility of distractions as well as improves computer productivity and performance.
3. Members must pay attention to their surroundings and use care in all activities.
4. Members will adhere to all safety rules and regulations given for each activity and while using equipment related to the sessions that he/she participates in while in the virtual club.
5. Adult supervision is recommended while the virtual club is in session to assist with any technical/computer related issues as well as to ensure that members are following the instructions of the facilitators. Adults should remain off screen when possible and should be dressed appropriately and mindful of their behaviour and speech.
6. NIHERST does not accept responsibility for any inappropriate conduct, language, streamed content etc. that a member is exposed to by action of non-NIHERST employees, personnel or facilitators.

(C) GENERAL

1. Members (inclusive of siblings) and the supervising adult are expected to wear appropriate clothing. Generally attendees will be visible from the chest up however some activities may require them to stand and present their project/creation/idea.

FEMALE: The following types of clothing **ARE NOT ALLOWED**: spaghetti/thin strapped tops, strapless/tube tops, revealing low cut tops, short shorts or very short skirts.

If leggings or tights are being worn, tops should be of an appropriate length.

MALE: The following types of clothing **ARE NOT ALLOWED**: vests, very baggy/saggy/tight pants, excessive jewellery.

Note: Hats, dark shades (except where prescribed) and graphic prints cannot be worn during the camp

2. No eating is allowed during the virtual club sessions especially on camera. A 20-minute break will be allocated during each session during which members will be allowed to have a light snack. If a member requires a water or bathroom break during the teaching segments, they should inform the facilitator. We recommend not placing food or drink near computers/laptops to avoid spillage.
3. Members must inform staff if they are experiencing a problem with the software, another member or other issues. If we are not informed about a problem, we cannot stop the problem or assist the member.
4. Violation of the **CODE OF CONDUCT** can be grounds for automatic dismissal depending on the severity. Refunds are not given when a member is dismissed from the programme. NIHERST facilitators reserve the right to remove, mute, stop video of any member as they deem necessary to protect the rights and safety of all members in attendance.

(D) CONSEQUENCES

Please see below the sequence of events for continued violation of the **CODE OF CONDUCT**:

- 1st Offense – Verbal Warning by Club Facilitator/Club Administrator.
- 2nd Offense – Muting of microphone/stopped web camera broadcast for remainder of session.
- 3rd Offense – Virtual Meeting/Email Notice to Parent/Guardian.
- 4th Offense – Final Notice of Misconduct to Parent/Guardian.
- 5th Offense – Immediate dismissal from Virtual iSTEM Club.

**Please note that Club Facilitators reserve the right to remove a club member from a session for repeated offenses within the same session without notice to the Parent/Guardian. The Parent/Guardian will be notified of their child's removal from the session with justification for the removal.*

*The child will be allowed to participate in the next scheduled session after the Parent/Guardian has reviewed the Member's Code of Conduct with their child. An offense committed in a subsequent session by the camper can be classified as a 3rd or 4th Offense with the appropriate actions taken as outlined above.**