



Dear Parent/Guardian,

We are excited to have your child/children participate in NIHERST's Virtual Vacation Camps. NIHERST is committed to providing a safe and enjoyable online experience for each camper. We ask that you read and review the **Camper Code of Conduct** with your child/children.

## **CAMPER CODE OF CONDUCT**

### **(A) LOGGING IN/OUT**

On each daily meeting date for the camp, you are required to log in at the timeslot you are registered for:

Either 9:00 a.m. – 11:30 a.m. OR 1:00pm-3:30pm

All campers are required to log in using the recurrent link provided for the camp at least five (5) minutes before the meeting is scheduled to begin. It is important to log in to the meeting 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. Campers may be placed in a virtual waiting room before entering the online meeting and using their name aids in confirming their identity before providing access.

Campers should start the meeting with their video /cameras for the duration of the meeting except where when asked to share their screen with the group. Microphones should be always muted except when the camper is given permission to unmute by the facilitator.

Before logging in to the meeting we ask parents/guardians to survey the physical space in which the camper 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 meeting and to refrain from disturbing the camper.

At the end of each meeting, all campers are required to safely log out of the meeting, or this will be done by the NIHERST facilitator.

## **(B) BEHAVIOUR**

1. Campers should accept and get along with others. Teasing, practical jokes, harmful comments, etc. will not be tolerated from any camper.
2. Campers 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. Campers must respect others (campers, camp facilitators and guests).
4. Campers must not use obscene language.
5. Campers must follow directions the first time they are given by the facilitators, as they are for the safety of everyone.

## **(C) ONLINE SAFETY**

1. Campers are to use only the links, programs, software etc. provided by NIHERST before and during the camp meeting.
2. Campers should close all other browsers, games, and programs during the virtual meeting. This reduces the possibility of distractions as well as improves computer productivity and performance.
3. Campers must pay attention to their surroundings and use care in all activities.
4. Campers will adhere to all safety rules and regulations given for each activity and while using equipment related to the meetings that he/she participates in while in the virtual meeting.
5. Adult supervision/nearby presence is recommended during the virtual meeting to assist with any technical/computer-related issues as well as to ensure that campers 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 camper is exposed to by the action of non-NIHERST employees, personnel or facilitators.

## **(D) GENERAL**

1. Campers (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, and excessive jewellery.

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

2. No eating is allowed during virtual meetings, especially on camera. A 10-minute break will be allocated in each meeting during which campers will be allowed to have a light snack. If a camper 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. Campers should maintain proper and appropriate posture during the meetings. No lying down and propping up of legs and feet in the workspace, especially when visible on camera.
4. Campers must inform staff if they are experiencing a problem with the software, another camper, or other issues. If we are not informed about a problem, we cannot stop the problem or assist the camper.
5. Violation of the **CODE OF CONDUCT** can be grounds for automatic dismissal depending on the severity. Refunds are not given when a camper is dismissed from the programme. NIHERST facilitators reserve the right to remove, mute, or stop the video of any camper as they deem necessary to protect the rights and safety of all campers in attendance.

## **(E) CONSEQUENCES**

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

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

***\*Please note that Camp Facilitators reserve the right to remove a camper from a meeting for repeated offences within the same meeting without notice to the Parent/Guardian. The Parent/Guardian will be notified of their child's removal from the meeting with justification for the removal.***

***The child will be allowed to participate in the next scheduled meeting, where applicable after the Parent/Guardian has reviewed the Camper Code of Conduct with their child. An offence committed in a subsequent meeting by the camper can***

***be classified as a 3<sup>rd</sup> or 4<sup>th</sup> offense with the appropriate actions taken as outlined above. \****

