



Dear Parent/Guardian,

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

## **VIRTUAL CLUB PARENT/GUARDIAN GUIDELINES**

### **LOGGING IN/LOGGING OUT**

The club is hosted weekly over two-day sessions, Monday – Tuesday session and Thursday – Friday session, which run as outlined below. Students can be registered for either the Monday – Tuesday OR the Thursday – Friday session depending on which is convenient. (Sessions are not interchangeable).

- Monday – Tuesday from 3:00PM to 5:00PM
- Thursday – Friday from 3:00PM to 5:00PM

All students are required to log in using the provided link and passcode to the session for which they are registered at least five (5) minutes before the session 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 student as stated on the submitted registration form. Students may be placed in a virtual waiting room before entering the online club and using their name aids in confirming their identity before providing access.

Students should start the session with their video/cameras for the duration of the session except when asked to share their screen with the group. Microphones should be muted at all times except when the student 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 student will be seated for the virtual club. 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. At the end of the virtual club session, all students are required to safely log out of the session or this will be done by the NIHERST facilitator.

## **CLUB CODE OF CONDUCT**

### **BEHAVIOUR**

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

### **ONLINE SAFETY**

6. Students are to use only the links, programs, software etc. provided by NIHERST before and during the club session.
7. Students 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.
8. Students must pay attention to their surroundings and use care in all activities.
9. Students 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.
10. 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 students 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.
11. NIHERST does not accept responsibility for any inappropriate conduct, language, streamed content etc. that a student is exposed to by action of non NIHERST employees, personnel or facilitators.

## GENERAL

12. Students (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 club.

13. No eating is allowed during the virtual club sessions especially on camera. If a student requires a water or bathroom break, he/she should inform the facilitator. We recommend not placing food or drink near computers/laptops to avoid spillage.

14. Students must inform staff if they are experiencing a problem with the software, another student or other issues. If we are not informed about a problem, we cannot stop the problem or assist the student.

15. Violation of the **CODE OF CONDUCT** can be grounds for automatic dismissal depending on the severity. NIHERST facilitators reserve the right to remove, mute, or stop video of any student as they deem necessary to protect the rights and safety of all students in attendance.

## CONSEQUENCES

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

- 1<sup>st</sup> Offense – Verbal Warning by Club Facilitator/Club Administrator.
- 2<sup>nd</sup> Offense – Muting of microphone/stopped web camera broadcast for remainder of session.
- 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 Club.

***\*Please note that Club Facilitators reserve the right to remove a club attendee 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 Club's Code of Conduct with their child. An offense committed in a subsequent session by the student can be classified as a 3<sup>rd</sup> or 4<sup>th</sup> Offense with the appropriate actions taken as outlined above.\****