Online Activities – Set-up & Online Safety Agreement

> **An appropriate adult must always be nearby during the day and will be responsible for monitoring your child's online activity. As always, we encourage you to work with your child on their project.**

Science Oxford staff and STEM volunteers will:

- have 2 DBS-checked staff present at all times
- use workplace email accounts and a shared password to log into all online platforms
- ensure there will be no 1:1 engagement.
- ensure no staff member or volunteer will use these online tools to contact participants outside the prearranged times
- use professional language, dress, and behaviour throughout the session
- ensure that their video background is appropriate
- be the last to leave the video call
- monitor the chat for inappropriate messages, or those containing identifying information

Participants will:

- use appropriate language and behaviour throughout the session
- ensure that they are dressed appropriately and that their background is neutral or that their camera will be switched off
- ensure that an appropriate adult is nearby
- keep all conversations in the group channels, and not attempt to contact staff members or other participants privately via this platform
- not record any part of the video calls
- use first names and initials only, and not share any identifying information such as email address in the chat or within their projects

> **The activities that comprise the workshop have been designed using a Windows computer. They should be accessible using other devices but if your child will be using a tablet during the workshop, please contact Sarah.Townson@scienceoxford.com for instructions on how to check the software.**

Video Sessions

Part of the workshop will run over Zoom, which can be accessed via a laptop, tablet, or mobile phone. A waiting room will be enabled, and only participants will be given access.

When you first log in, your webcam will be turned off and your microphone muted.

> **Parts of the video calls may be recorded, so that your child can refer back to the instructions. Please do not turn on your webcam unless you are okay with being filmed.**

Make sure you have a neutral background, and that other household members are aware that this event is taking place. There is the option to blur your background.

Do not unmute your microphone unless asked to do so – you can ask questions using the chat function.

Please change your name (by clicking on the name) to a first name only.

Chat Platform

Part of the workshop will run within Slack, a team communication app. Only club participants and Science Oxford staff will have access.

An overview of how to use it, and what we expect of attendees, will be given at the start of the workshop.

Slack can be accessed via a laptop, tablet, or mobile phone. We recommend that you use the same device for both this and the coding software used during the workshop, so that you can share screenshots of your code if needed for debugging.

Please accept the email invitation and log in to Slack before the day of the workshop. Follow these instructions to update your profile following our guidelines:
https://scienceoxford.github.io/choose-your-own-adventure/slack.html

Please change your name to a first name and initial only and use a blank or non-identifying profile picture.

All communication must be kept to the group channels. Do not directly message any member of staff or other club attendees, and do not use the 'call' function.

The email address used to book the ticket on Eventbrite will be invited to Slack. If you would like to use a different email address, or if you booked multiple tickets using the same address, then please contact Sarah.Townson@scienceoxford.com

Expected Behaviour

We expect your child to behave in a respectful manner throughout the day and to follow all instructions given by staff members. Any misconduct will result in removal from the day's activities.

Do
- Dress appropriately, like you were attending the club in person – no pyjamas or offensive slogans
- Ask questions in the chat, and give encouraging feedback to other club attendees

Don't
- Take photographs or videos without permission
- Share any identifying information in the chat, or within your project