

## Appendix C

### Internet Safety Tips for Coordinators of Youth Ministry

Technology can enable us to continue our ministries remotely during this time of pandemic. However, it is of utmost importance that we keep our young people safe by observing healthy boundaries and maintaining open communication during internet use.

#### **Online Meeting Etiquette:**

- **Send Notification to Parents** – whenever possible, inform parents beforehand and provide them a schedule so they are aware of the proposed meeting dates and times.
- **Be on Time and End on Time** – punctuality for your meeting is important. Be respectful of people’s schedules.
- **Be Prepared**- have your agenda prepared with any activities you plan to share.
- **Situate Yourself in a Suitable Place**- this will help to avoid distractions or interference with background noise.
- **Dress Appropriately**- dress as if you were meeting your group in person.
- **No Eating during the Meeting**- try to eat before or after your meeting. Eating during the meeting can be distracting.
- **Be Aware of Your Surroundings**- if you are meeting on a mobile device, please be cautious where you go and what you do while you are meeting. Remember, everyone meeting online can see you and your immediate surroundings.
- **Be Cognizant of your Audience**- be mindful of who you are addressing and be attune to the needs or struggles that each person might experience. If meeting online is not the best means to meet with some individuals, find alternative ways to incorporate them into the group.

#### **Technology Tips:**

- **Check your Meeting Settings, Camera and Check your Sound**- before the meeting begins, ensure the necessary security features are in place. (See Safety tips below on how to do this). Fix your camera so it points at your face and not the ceiling or wall. Make sure there is good lighting and finally, check your audio/sound settings.
- **Mute your Microphone**- when you are not talking to avoid feedback. Mute student’s microphones when you are speaking.

#### **Internet Safety Tips:**

If you are using ZOOM for online meetings, please make sure you are following best practices:

- Do not make meetings or classrooms public. In Zoom, utilize a meeting password or use the waiting room feature and control the admittance of guests. (NOTE as of September this will be a requirement for all Zoom Meetings)
- Do not share a link to a Zoom meeting on an unrestricted publicly available social media post. Provide the link directly to specific people.
- Manage screen sharing options. In Zoom, change screen sharing to “Host Only.”

#### **Protect your Digital Identity and Reputation:**

- Ensure that no personal information is shared online by you or your students.
- Keep personal matters offline. If the meeting has a sharing component, please ensure that it is done appropriately and on topic.
- Your username(s) should be professional and profile pictures or any other photos appropriate.
- Accountability is important, hold a professional standard with all participants. This includes but not limited to language, gestures, humor, discussion and online behavior.