

## **Risk Management and Behavioural Guidelines for Grade 7 students**

### Group Guidelines – Behavioural Expectations

The purpose of this agreement is to help everyone participate safely and get the most out of each session. We are sharing the following ahead of time so that participants know the expectations of behaviour during our time together.

- What's said in the session stays in the session, unless someone's safety might be at risk. If YWCA staff think anyone might need help, we will follow up and take appropriate steps.
- Do not record or screenshot the session
- Listen to others
- Minimize distractions and be present
- It is okay to ask for help or make a mistake
- Take space, make space. We want everyone who would like to share to have a chance. Please help us make sure everyone gets to participate by sharing your own thoughts while leaving room for others
- Non-negotiables: our priority is to make sure that the sessions are safe and inclusive for everyone. This means if a participant behaves in a manner that is bullying, or uses language that is disrespectful to others (e.g. sexist, racist, homophobic, transphobic), we may need to remove them from the session

### Privacy Protection for Participants and Families

We recognize that online meetings pose a potential risk of having private information from our computers accessible to hackers, as well as through unintentionally sharing private information from our webcams or chat. Please follow the steps below to help minimize these risks during our time together.

- Use only the first name and last initial for the Grade 7 student who is joining the session
- Do not share the link or password for the Zoom sessions with anyone
- Be mindful of items in the background when using your webcam. Please avoid putting anything in view that would reveal your last name or location
- We will be using a number of settings to protect your privacy, and to manage the content of the sessions. This means that the chat feature can only be used to message the group and facilitator collectively, and not on an individual participant to participant basis, and for some sessions, to use the microphone, you may have to raise your hand

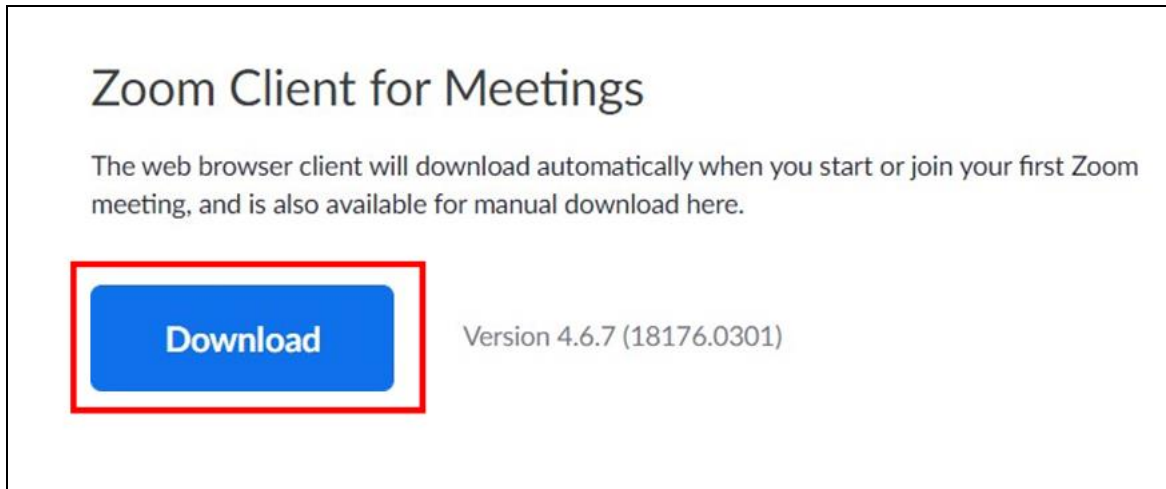
To follow security updates directly from Zoom, please [CLICK HERE](#)

For instructions on downloading, installing, and using Zoom, read the next section of this document.

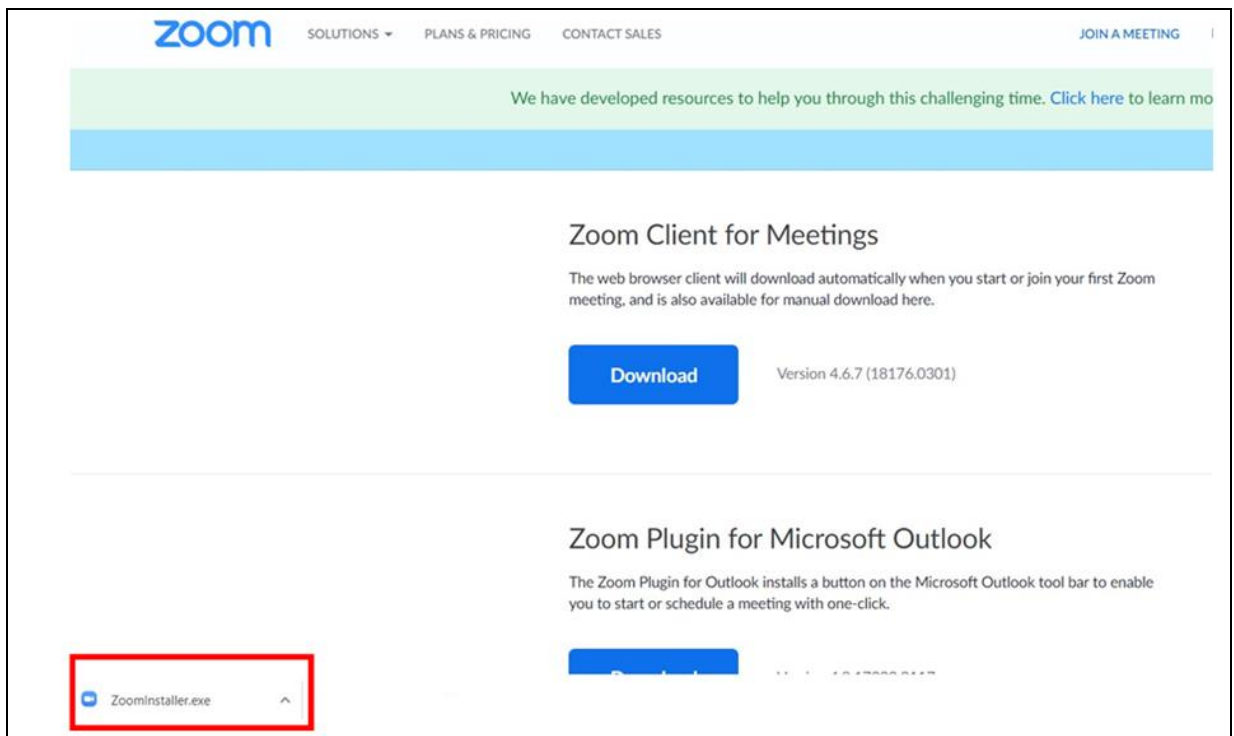
Please let us know if you have any questions or concerns by emailing: Jonanne at [jgage@ywcavan.org](mailto:jgage@ywcavan.org)

## Downloading and Installing Zoom

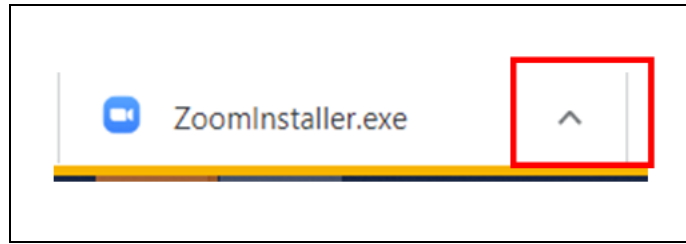
1. Download the zoom app from <https://zoom.us/download>
2. Click the **Download** button under the Zoom Client for Meetings heading



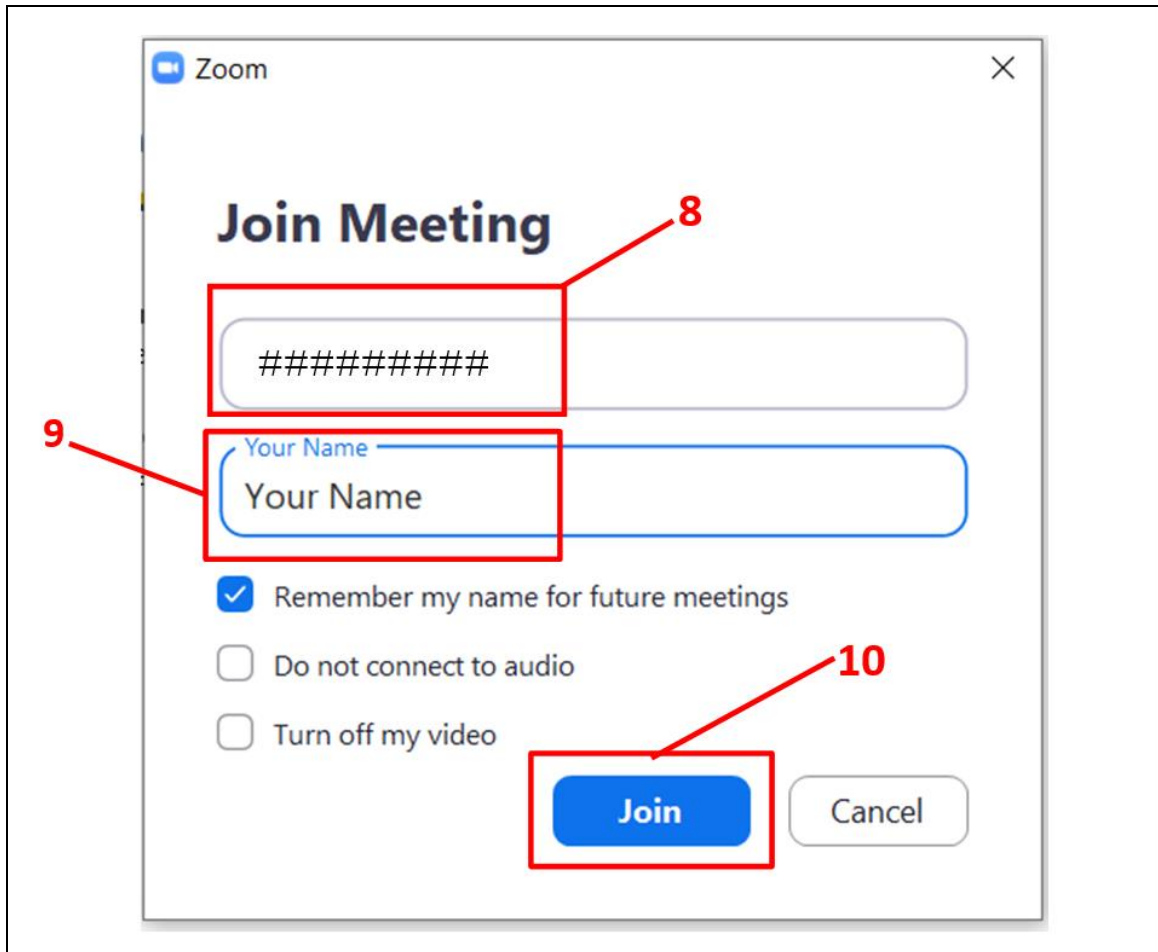
3. Locate the installed software at the bottom of your browser window



4. Click on ^ **arrow** next to installed software



5. Click on **Open**. This will start the installation process
6. If you receive a message asking to confirm the install, click **Yes**. This will open a Zoom window
7. Click on **Join a Meeting**
8. Enter the **meeting ID** sent to the via email
9. Enter your name in the **Your Name** box.
  - **For personal security during the online sessions, use only your first name and last initial (e.g. Sam T.)**
10. Click the **Join** button



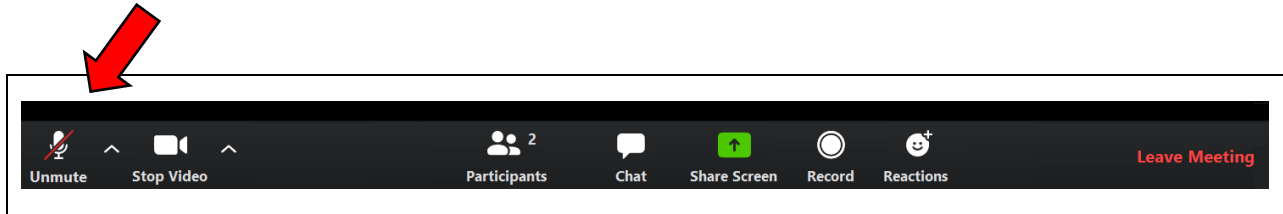
YouTube instructions: <https://www.youtube.com/watch?v=yPVlybnDtms>

## Using Zoom

Zoom comes with a number of different features to support your participation and safety in the online sessions.

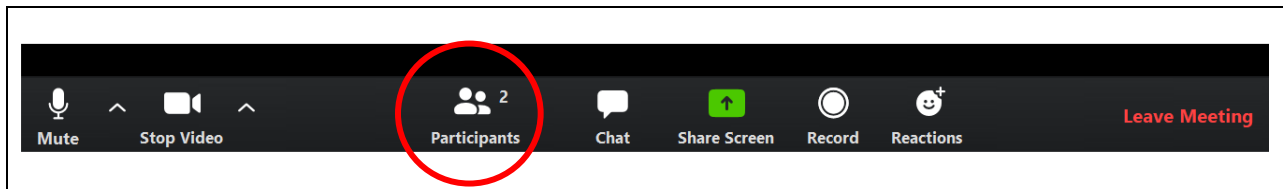
### *Muted Microphone*

- All participant microphones will be muted by the facilitators, which will be shown as a red line through the microphone icon on the Zoom taskbar at the bottom of your screen. Only the facilitators can unmute microphones.

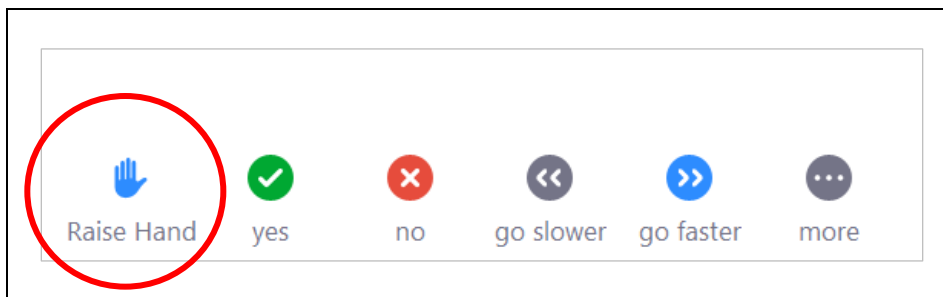


### *Raising Your Hand*

- During live sessions you will have to use the raise your hand feature when you want to speak. The facilitators will then unmute your microphone so that you can speak and be heard by everyone.



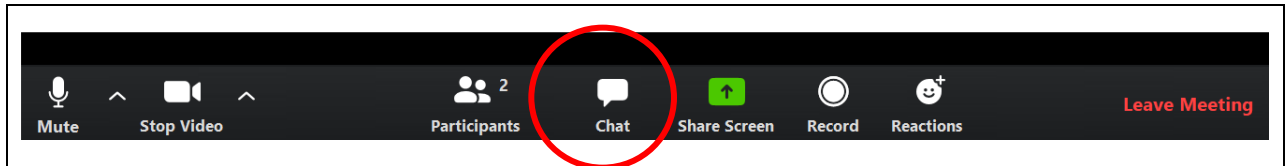
- To raise your hand, click the Participants button. A window will open on the right side of your screen showing the list of all the session participants.



- At the bottom of this window you will see a number of options, including that to raise your hand. Click this when you want to get permission to speak over your microphone.

## Chat

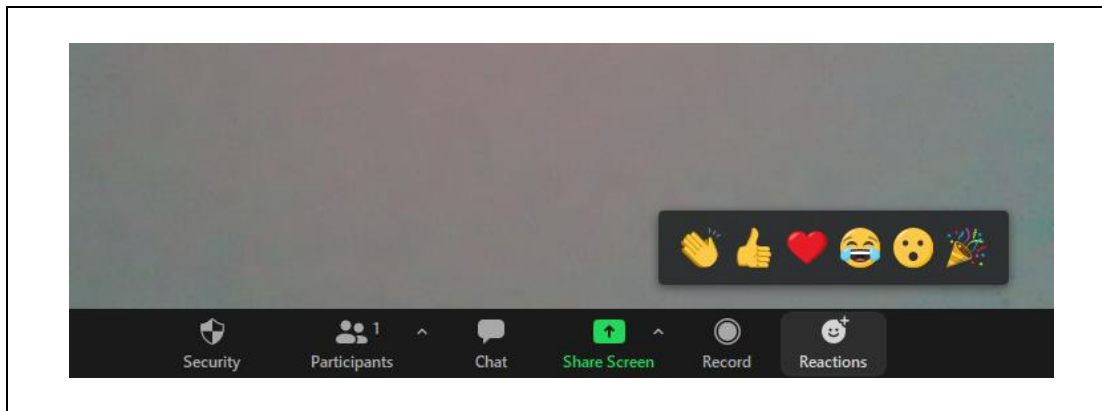
- The chat feature will be set so that you can message the group and the facilitators only. You won't be able to send private messages or receive them from other participants.



- To use the chat, click the Chat button in the Zoom taskbar at the bottom of your screen. A chat window will open where you can type your message. Hit “Enter” when finished to post the message.

## Reactions

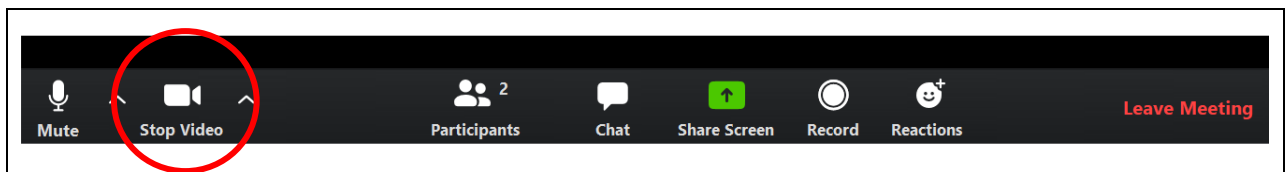
- Reactions are a way to respond without using words.



- Click the Reactions button and select your reaction. It will appear and briefly remain at the top-left corner of your screen.

## Turning On/Off Your Webcam

- Your webcam is controlled by the video icon on the Zoom taskbar. When your webcam is activated, the icon will say the words “stop video” beneath it. You will also see yourself somewhere on the screen depending on where your video square is located.



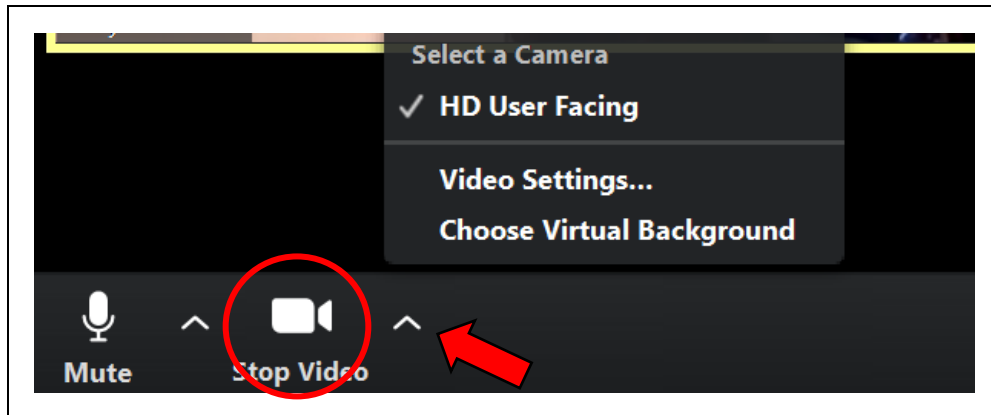
- To turn off your webcam, click the video icon. A red line will appear through it and your webcam

will turn off. You will now see only your name on screen in your video square instead of your face.

- To turn your webcam back on, click the video icon again.

### *Adding a Background*

- In Zoom you can add a background so that what appears behind you on screen when you use your webcam looks different. This is known as a “virtual background”.



- To change your background, click the up-arrow next to the video icon on the Zoom taskbar. In the menu that appears, click Choose Virtual Background. A window will pop up showing your virtual background options. Select the one you want and then close the pop-up window.
- Virtual backgrounds work best when you have a plain wall or backdrop behind you and your clothing is a different colour than the virtual background you want to use.
- If the virtual background feature doesn't work, that probably means it hasn't been set up yet. Follow these directions to set it up: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>.