

# GUIDELINES FOR ONLINE PROGRAMS

AS YOU SHIFT TO ONLINE DELIVERY OF EDUCATIONAL PROGRAMS FOR K-12 STUDENTS, CONSIDER THESE RECOMMENDATIONS AND BEST PRACTICES TO DESIGN SAFE AND ENGAGING EXPERIENCES.



## START WITH THE BASICS

- Ensure that students know how to:
  - mute and unmute their microphone
  - indicate that they have a question or comment
  - use the group chat
- Consider sharing a brief overview or agenda for the session so students know what to expect.

## HAVE FUN!

- Let students get to know the person behind the screen by introducing yourself. Be creative!
  - show photos,
  - make a funny introduction video
  - share unique facts about yourself
  - play two truths and a lie
- Focus on fun! There are plenty of ways to keep kids laughing. Use tools and strategies like:
  - video clips, GIFs, and memes
  - change your background during video calls
  - tell cheesy jokes or puns
  - playing music at the beginning and end of calls



## ACTIVE ENGAGEMENT



- Be more than just a talking head! Use interactive tools to build engagement, such as:
  - **Padlet** - An online “bulletin board” where users can share text, links, and multimedia
  - **Poll Everywhere** and **Mentimeter** - Capture feedback and responses from participants during live sessions
  - **Whiteboard.fi** - Create an online whiteboard space for each student
  - **Nearpod** - Add interactive and collaborative activities within a slide deck
  - **Flipgrid** - Invite learners to record and share short videos
- Get students involved through interactive activities that connect to your content, such as icebreakers, brain breaks, and games.
- Move beyond the computer screen. Look for opportunities to connect your program content to the real world and let students engage in hands-on learning through experimenting, designing, building, and creating with common household items.

## SAFETY AND PRIVACY

- Learn about and activate built-in safety features within your video platform, such as:
  - creating password-protected rooms
  - requiring that guests be admitted to the room
- Familiarize yourself with the Family Educational Rights and Privacy Act (FERPA), which prevents the release of personally identifiable information without first obtaining written parental consent.
- If you plan to record sessions or take photos, verify protocols and policies ahead of time to ensure that you have consent to record and/or share. Always follow guidelines from your director, school, or district leadership.
- Rather than requiring students to turn on their videos, offer multiple options for engagement (including video, voice, chat, or just listening).

