

Online Social Skills Group Guidelines and Expectations

A Guide to Supporting Remote Learning

Participants or family of a participant are expected to demonstrate appropriate behaviors when using video conferencing and two-way communication applications. It is important to the CI Team that we maintain a positive climate for all participants and their families.

Participants are expected to:

Be respectful and appropriate at all times

- Refrain from disrespectful or disruptive behavior in the virtual classroom.
- Parents of young children must monitor their children as they access the online learning environment.
- Instructors reserve the right to mute participants when behaviors interrupt the learning environment.

Be present and mindful of others

- Arrive on time and ready to engage in the virtual learning classroom.
- Sessions will start and end at the designated time.
- Please eat and use the restroom prior to logging in to each lesson.

Be punctual

- Please make sure to log in a few minutes prior to the start time of the sessions.
- Logging on a few minutes early will allow sessions to start on time and give participants the best learning experience possible.
- Email the instructor if you or your child is unable to attend a lesson
- There is no proration of fees for late participation or missed sessions.

Be aware of your surroundings

- Find a place in your residence that is free from distractions where you can be comfortable and focus on connecting with other participants.
- Be aware of what may be seen while you are on video and remove noisy distractions like pets, TV and music.

Respect privacy

- Be mindful of the privacy of other participants in the class. We understand that you or your family may observe or assist a young child in virtual classroom participation.

- **Recording of class activities by anyone other than the teacher is prohibited.**
 - Neither the participant nor family may record, share, or alter the content of live session-related activities. Photographs, video or audio recordings of any virtual or in person classroom may capture personal information about participants participating in the class. Each participant's legal representative has the right to choose what circumstances photographic, video or audio materials are permitted to be taken and released, and The Children's Institute aims to protect participants, their families and employees from personally being exposed via photos or videos in circumstances to which they did not specifically consent.
- **The use of personal cameras, photographic, video or audio recording equipment (such as cameras, video recorders, tape recorders, cell phones with cameras and/or video recording capabilities, digital storage sticks, etc.) to capture all or any portion of a session, is strictly prohibited.**
 - Participants, parents, or other household members may not record or otherwise share or disclose any information observed during any live session activity involving other participants.

Dress appropriately

- Please follow school-like dress codes guidelines in order to create a learning environment free of distractions. If you or your child would not wear something to school or work, the item should not be worn during a live session.

The Children's Institute Policies

- Participants/Parents who violate these Guidelines and Expectations will be warned by the instructor to correct the behavior and/or may be prohibited from participation for the rest of the session and/or longer depending on the infraction.
- All infractions will be brought to the attention of the program director for decision and all decisions to continue participation or not are final as per the director's discretion. There will be no proration of fees for participants dismissed due to infraction of rules/policies.

Refunds

- A full refund is available to those individuals that cancel their participation by notifying the Children's Institute prior to 48 hours (about two days) of the start of the first scheduled session. No refund or proration of fees will be available once the scheduled group has begun.
- A full refund will be granted when The Children's Institute cancels a course due to low enrollment.

If you have questions about these guidelines and expectations, please contact Kristen Stackiewicz at 412-420-2487.