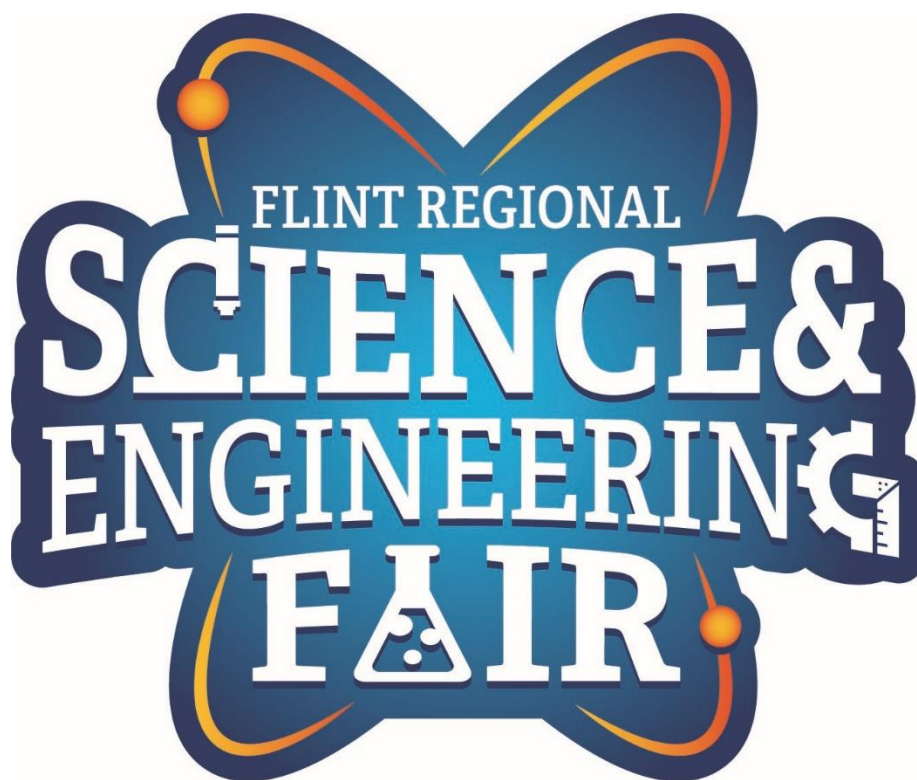


# Flint Regional Science and Engineering Fair

## Virtual Youth Programs Handbook



## Introduction

The Flint Regional Science and Engineering Fair (FRSEF) is excited to offer virtual educational opportunities. All programming in 2020-2021 is virtual. This handbook was created to promote online safety and security. This handbook supplements activity-specific safety practices and policies, including at-home hands-on activities that supplement the online programming.

### 1. Modes of Program Participation: Online and Hands-on

The Flint Regional Science and Engineering Fair virtual youth programs are created for minor students participating in the residence of their parent(s) or guardian(s). Some activities are purely online, and others are online supplemented with hands-on effort with materials provided by the program.

All online activities are chaperoned by adults from the FRSEF fair board or volunteers. Every adult will pass a background check through Sterling Volunteers.

### 2. Emergency Notifications to Parents and Authorities

Flint Regional Science and Engineering Fair will notify parent(s) or guardian(s) and provide a separate, timely, additional notification to public safety personnel if program participants are endangered or engaged in misconduct, including:

- 2.1 possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons;
- 2.2 fires, explosions, and reportable chemical spills;
- 2.3 MiOSHA or OHSA- reportable injuries; and
- 2.4 reports or suspicion of abuse, assault, or abduction.

### 3. Emergency or Routine Assistance contact information

- 3.1 Call Jordan Krell at 248-330-4269 or Email: [director@flintsciencefair.org](mailto:director@flintsciencefair.org)
- 3.2 Call Mike Mosher at 810-797-5290 or Email: [mmosher@flintsciencefair.org](mailto:mmosher@flintsciencefair.org)

### 4. Program Rules and Conduct Expectations

Participants must follow all Flint Regional Science and Engineering Fair regulations and may be removed from the program if the rules are violated. These include:

- 4.1 The online display, advertisement, or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is strictly prohibited.
- 4.2 Online threats of violence of any form are prohibited.
- 4.3 Sexual harassment, sexual abuse, and other sexually inappropriate conduct are strictly prohibited.
- 4.4 Harassment (including online) and other violations are strictly prohibited.
- 4.5 Bullying and hazing (includes cyber-bullying) are strictly prohibited.



4.6 Misuse or intentional damage of Flint Regional Science and Engineering Fair property (including hardware and software) is prohibited, and participants may be financially responsible for misuse or intentional damage of such property.

4.7 All FRSEF participants must refrain from actions that violate or hold reasonable potential to violate, the privacy of others. In particular:

4.7.1 The recording of a participant's image, voice, or work presentation without the prior written (e-mail) permission of the participant being recorded is prohibited.

4.7.2 The purposeful installation, transmission, or activation of computer malware or other unauthorized software to listen or take live images of users without appropriate consent, access their files, emails, or text messages, or otherwise violate their privacy is prohibited.

4.8 Plagiarism, falsification, and fabrication of data and other records are strictly prohibited in all research or creative activities.

4.9 Theft of property, regardless of owner, is prohibited.

4.10 Unauthorized use of scientific, maintenance, and other specialized equipment or software is prohibited, and may pose safety threats to violators and others.

4.11 Violations of activity-specific health and safety rules and procedural trainings are strictly prohibited and may pose significant safety threats to violators and others.

*When in doubt concerning any safety, conduct, or technical issues, participants and parents are urged to contact the personnel listed in Section 3.*

## **5. Violation of Rules: Consequences and Procedures**

Flint Regional Science and Engineering Fair has experienced few infractions by youth participants and adults, and the avoidance of infractions is our primary objective. However, in the event of infractions, the procedures described below will be applicable.

5.1 Violations of any law may and should be reported to law enforcement by those with knowledge pertaining to them, and will be reported by FRSEF volunteers when known.

5.2 If any individual associated with FRSEF is believed to have violated the policy or conduct rules of a specific program, a report may be filed by any one or more of the following methods:

a. Calling Jordan Krell at 248-858-6110 or Mike Mosher at 810-797-5290

b. Emailing [director@flintsciencefair.org](mailto:director@flintsciencefair.org) or [mmosher@flintsciencefair.org](mailto:mmosher@flintsciencefair.org)

5.3 In all cases of alleged infractions by youth or adults, FRSEF staff will be consulted concerning due process, incident and disposition record-making and retention, and age-appropriate aspects of dealing with an alleged infraction.



5.4 Independent reports will always be filed by FRSEF with law enforcement, environmental protection, public health, and /or occupational safety authorities when such reporting is mandated by applicable laws or government regulations, or is judged by site personnel to be appropriate in light of immediate danger or risk.

## **6. Online Operating Requirements for Students**

6.1 Whenever possible, all instruction sessions and judging interviews will be secured with a password.

6.2 Chat box, screen sharing, whiteboards, file transfer features, and other online tool features that allow participants to communicate in an unmonitored fashion will be monitored by an adult program participant.

6.3 All online programming links will be provided only for intended participants and their parent(s) or guardian(s).

6.4 Public advertisement of instruction sessions and their web addresses or links is prohibited, in the interest of protecting student participants from hacking and harassment (e.g., via "Zoom Bombing" or the equivalent on other videoconferencing systems). "Zoom Bombing" is the act of accessing Zoom sessions without authorization. FRSEF prohibits "Zoom Bombing" and similar disruptive behaviors.

6.5 Sharing program links, passwords, or other program login information with individuals outside of the program is prohibited.

6.6 To the maximum extent feasible, all live program sessions for minors must involve at least two adults present. In an emergency where such "double teaming" is impossible, the science fair director must have the link and be able to drop into the call at any time.

6.7 Adult mentors may not communicate with minors digitally or in-person for purposes unrelated to the program.

6.8 Adult mentors may not have direct electronic contact with minors without another adult mentor being included in the communication. Program staff may contact participants only through official program channels (program E-mail, instruction platform, etc.)

6.9 During on-line videoconferencing and other on-line programming:

6.9.1 Adult mentors and participating students must wear attire appropriate for typical, in-person programming.

6.9.2 Adult mentors and participating students must use a neutral videoconferencing background (e.g. blank wall, digital Zoom filter, limited exposure of private spaces, etc.) in the interest of privacy, safety, and the avoidance of session disruption.



6.9.3 Adult mentors and participating students may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.

6.9.4 Generally, adult mentors may not take screen shots or record other participants' images, information, or participation contributions during the program. If a program leader must record an activity for instructional purposes, there will be permission granted first.

6.9.5 Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult. Adult mentors who become aware of such messages must report them to a trusted FRSEF official and the appropriate authorities.

6.9.6 Student participants can and should learn to protect themselves on-line:

6.9.6.1 When creating an online profile for the instruction platform or any other online account, students should limit the information that is shared. For example, just because an instructional platform asks for your address does not mean that you have to provide your actual personal address.

6.9.6.2 If a student participant's picture is required, the picture provided should be appropriate for the K-12 school setting.

6.9.6.3 Be thoughtful of the information shared in any virtual meeting. Keep in mind that attendees could take a screenshot or record the meeting without your knowledge, even though such behavior is prohibited in the FRSEF program.

6.9.6.4 In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.

## 7.0 Accommodations

The Flint Regional Science & Engineering Fair is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with disabilities – whether youth participants or adults – may be requested by contacting Jordan Krell at 248-330-4269 or emailing [director@flintregionalsciencefair.org](mailto:director@flintregionalsciencefair.org) at least 48 hours before any FRSEF program. Requests received after that time will be honored whenever possible.



## 8.0 Online Safety Information and Resources for Participants and Parents/ Guardians

We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:

- Protecting Kids Online- Federal Trade Commission, Consumer Information Link:  
<https://www.consumer.ftc.gov/topics/protecting-kids-online> Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.
- Keeping Children Safe Online- The United States Department of Justice Link:  
<https://www.justice.gov/coronavirus/keeping-children-safe-online> 8 Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.
- Prevent Cyberbullying- Stopbullying.gov Link:  
<https://www.stopbullying.gov/cyberbullying/prevention> Description: This website provides information about preventing, identifying, and responding to cyberbullying.

Notes:

- This is adapted from MSU St. Andrews in Midland, Michigan.

Version Control

- V1.0, 2020/10/22, J. Krell, D. Dutton

