

## VIRTUAL LEARNING RISK MANAGEMENT TIPS

The cancellation of on-campus summer programs and events has led to some youth programs transitioning into virtual learning models for Summer 2020. While the policies and procedures of PM-16 will continue to apply to the virtual learning environment, there are several additional new risks posed by a virtual learning setting that must be addressed to minimize the risk of harm to minors. In order to address those risks the LSU Office of Risk Management has developed the virtual learning risk management tips below.

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- 3 Restrict access to virtual sessions to avoid hackers and invited attendees by utilizing the following measures:
  - Locking all video sessions after a reasonable timeframe. But, allot enough time for all program participants to get logged into the session.
  - Requiring authentication to access the platform. Consult with the ITS Department to learn the best ways to accomplish this task.
  - Monitoring the attendee list throughout the session and removing all unauthorized attendees as soon as possible.

Programs are encouraged to adopt broader adult behavioral expectations specific to virtual learning for program staff and participants, such as:

- Adults should make best efforts to host and record video sessions in a safe and professional environment. When possible, avoid recording in intimate settings, i.e. private bedrooms and bathrooms.
- Adults should not engage in private chats with students unless another adult is copied.
- Adults should make reasonable efforts to restrict access to **their** private social media pages.
- Adults should not record or take photos of program participants unless authorized by Program Administrator and the parent or guardian.

Program

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