Virtual 4-H Activities: Requirements for Recording Youth Members' Images

Youth Privacy and Protection:

The onset of COVID-19 has dramatically increased the usage of digital learning formats by education agencies. Since youth are online more, they are vulnerable to more threats. Such threats may include an increase in cyberbullying, inappropriate content, sexting, sextortion/ransomware, oversharing, and online predation.

Cyber safety is critical and is a shared responsibility of 4-H staff, volunteers, parents, and members. As 4-H explores the delivery of 4-H learning in a virtual environment, we must ensure the safety of our youth members. We educate our members about internet safety. Similarly, we must be cognizant when we record and post images of youth on social media. Having clear-cut guidelines that tell us when we can or cannot post 4-H youth member images on social media would be ideal, however, the reality is each situation may be unique. This guide attempts to cover 85-90% of the situations we will encounter. If you have questions about a specific educational activity, reach out to Risk Management and/or UC ANR's Privacy Officer.

This information is intended for 4-H Adult and Teen Volunteers and UC ANR 4-H Staff use when planning to record Virtual 4-H hosted educational experiences with images of youth participants. **Adults can decide for themselves whether to consent to a recording and also how that recording will be used, therefore this document only pertains to our youth members**. We should engage parents when we plan to record youth members and plan to upload that video on social media. Remember: information posted on the internet is forever.

Requirements for Every Virtual Meeting

- Never share virtual meeting space links publicly.

- Virtual meeting space, e.g., zoom room, etc., should be locked, after all registered participants have been verified and joined.

- For all virtual 4-H activities, parents/guardians should be cc'd on all meeting invitations and registration confirmations sent out.

- If participants have their video turned on, consider recommending they use a virtual UC ANR 4-H branded background, or a solid, non-distracting background image.

- No social media live streaming of scheduled virtual 4-H activities in which youth are participants.

- Disable participant profile pictures in meetings.

- Use waiting room feature.

- Ensure that 4-H youth participants identify their user profile by first name only.

- 4-H Adult Volunteers and Staff will follow all 4-H Youth Supervision policies for all virtual 4-H activities.

- Before logging into a virtual activity, parent/guardian(s) need to remove any image of youth from the virtual account profile.

- Turn off all private chat features in virtual 4-H meeting platform.

- Disable screen sharing for youth participants.

Recording Live Virtual 4-H Activities Containing Youth Images:

As a rule, recording virtual 4-H activities involving the images or likeness of 4-H youth members must be kept to a minimum.

- Do not record for the sake of recording or to use the recording in place of written minutes/notes.

- Delete video after the designated reason for recording and sharing has been completed.

- The reason for recording youth images must be relevant and necessary to accomplish the purpose of the 4-H YDP.

- 4-H Adult Volunteers who plan to record youth images during a virtual activity must first submit documented reason to 4-H CES for prior approval. See Form.

Requirements Before Recording Youth Images in Virtual 4-H Activities:

- 4-H Adult Volunteers and 4-H Staff must implement the "Creating Registration Pages for Virtual 4-H Activities" outlined below.

- It is the parent/guardian's responsibility to disable the video feature on the virtual platform and remove any profile picture featuring their child.

- Recordings may not be saved to any personal devices.

- Parent/guardian(s) must be given advance notice that 4-H activities will be recorded and how they will be used during the registration process and via an email reminder.

- Any approved recordings of 4-H activities must be stored to a secure UC server, that 4-H staff can access.

- Recordings including youth images may NOT be posted to social media channels, e.g., YouTube or others unless the parent opts-in via the registration page.

Requirements For Prerecorded Instructional Videos

- Use the template ppt slide content and display in the virtual room for all participants and parent/guardians as a reminder.
- Pre-Recorded educational activities that only include a 4-H Adult Volunteer or Staff presenting educational content (no youth participants included) can be posted to media platforms, e.g., YouTube.

- You must delete the recording if requested by the youth member or their families.

- Recordings must be ADA accessible.

- All recordings posted must be branded as UC ANR 4-H educational content. (See ANR Brand Toolkit).

- Recordings including youth images may NOT be posted to social media channels, e.g., YouTube or others unless the parent agrees to the content and the medium in which it will be posted.

- Recordings of youth will have a set retirement date.

- Turn video off for youth members when recording question and answer sessions.

<u>Creating Registration Pages for Virtual 4-H Activities:</u>

4-H Staff and Adult Volunteers should review the following list to determine which items to include in Virtual 4-H Activity registration pages.

- If registration *is open to youth not currently individually enrolled in 4hOnline*, registration must include 4-H Photo Release. The document is linked and available for parent/guardian(s) to read full text.
    - o Registration to include instructions if they cannot sign the Photo Release.
    - o Families must contact the 4-H Adult Volunteer and/or Staff organizing the 4-H Activity to discuss. Note: Only exception to signing photo release is if the participant is in a governing program preventing their agreement.
- All registration must include the Virtual 4-H Waiver of Liability. The document is linked and available for parent/guardian(s) to read the full text.
- All registration must have a designated form field to collect printed name of parent/guardian providing consent.
- If the activity will be included in 4-H Evaluation work, the registration page must include a statement explaining this to the parent/guardian.
    - o The registration will also explain how that information will be used.
    - o Registration will provide parent/guardian to opt-in or opt-out of any planned evaluation & research surveys. Applies to youth ages 9 and above.
        - ▪ Opt-in text: "I give permission for my child's information from this registration and 4-H surveys to be used for research and evaluation."
        - ▪ Opt-out text: "I do not give permission for my child's information from this registration and 4-H surveys to be used for research and evaluation."
    - o For any questions, contact rknayak@ucanr.edu.
- If the 4-H activity will be recorded, the registration page must state this. The registration needs to explain the intended plan and use for the recordings.

- Registration page to include a parent/guardian acknowledgement statement:
    - o "I certify that I am the parent/guardian of the Participant registered in this 4-H activity, and agree to the terms of the Virtual 4-H Waiver of Liability, and the 4-H Photo & Information Release (unless a legal exception exists)."
    (Include in all Virtual 4-H Activities. If the activity is open to only individually enrolled youth, the Photo release text can be removed)

- All registration must include a reminder and link to the 4-H Youth Code of Conduct and explain that all participants are to abide by the Code of Conduct.

<u>4-H Adult Volunteers and UCCE 4-H Advisor or Community Education Specialist will coordinate to ensure any approved recorded activities comply with guidelines and uphold the safety and privacy of all program participants.</u>