



ONLINE BEHAVIOUR AGREEMENT

Introduction

Canberra Youth Theatre supports the right of all members of our community to have access to a safe and inclusive environment including digital and online spaces. This document helps to inform parents with information regarding digital safety precautions, Canberra Youth Theatre’s roles and responsibilities in supporting safe digital engagement, as well as the expected behaviours we have of our young artists and their parents/guardians when using digital or online spaces. This document will also outline Canberra Youth Theatre’s procedures to address inappropriate online behaviours, as well as offering clear steps when children, teenagers or parents/guardians wish to raise issues.

Workshop Artists will outline their digital expectations in the first week of any workshop program. This will include not recording and/or sharing any Zoom sessions young artists are participating in.

We encourage everyone involved with Canberra Youth Theatre to be educated on how to remain safe and responsible using digital technologies. If you would like any additional resources to educate yourself or your young artists, visit [iParent](#) on Office of the Children’s eSafety Commissioner website.

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Cyber Safety features of Zoom

Canberra Youth Theatre aims to protect the online safety and wellbeing of all its young artists. Canberra Youth Theatre will be using the following safety features offered through the Zoom software to ensure safety during their workshops.

1. Young artists will not be allowed to join meetings without a Workshop Artist or Core Staff member ('host' in Zoom terms) present. This will eliminate unsupervised online communications.
2. Canberra Youth Theatre digital workshops will be password protected, to ensure that outside parties are not able to join the meeting.
3. Canberra Youth Theatre will disable the 'private chat' function to ensure that young artists are not able to communicate or share online content without supervision.
4. When using 'breakout rooms' within Zoom, Canberra Youth Theatre staff will constantly rotate between rooms for maximum supervision, however there may be short periods of time when young artists are not directly supervised.
5. When using Screen sharing functionality, Canberra Youth Theatre staff will ensure that only content appropriate for children is visible.
6. Canberra Youth Theatre staff will not record workshops delivered via Zoom. However, the final performance piece may be recorded.

Cyber Safety features of Google Classroom

1. The Artistic Director and Program Administrator will both be co-teachers in Google Classroom. They will have access to, and the ability to monitor, all content posted by the Workshop Artist and young artists.
2. Each workshop has a unique classroom code, which will be distributed to parents / guardians prior to the workshops commencing.
3. Workshop Artists and Core Staff will not directly email young artists via Google Classroom. Where a Workshop Artist needs to send an email, it will be sent via the Program Administrator.
4. As many young artists may be using Google Classroom for their school work, we will not require young artists to have an account set up by Canberra Youth Theatre to access the Google Classroom environment. Young artists may use their school or personal email address to access the Google Classroom environment.
5. As Canberra Youth Theatre is not an educational institution, the grades functionality will not be used. Workshop Artists will use Google Classroom to distribute workshop materials to the young artists, and vice versa. Young artists will be able to interact with other young artists, the Workshop Artist, Artistic Director and Program Administrator using the 'stream' function of Google Classroom.

Canberra Youth Theatre asks all families to agree to an online behaviour policy that will be enforced appropriately in accordance with the severity of each incident.

Further information about Zoom's security guide and privacy practices is available [here](#).

Further information about Google Classroom's security and privacy practices is available [here](#).

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Behavioural Requirements for participation in Canberra Youth Theatre's online workshops.

At Canberra Youth Theatre we follow a set of 3 guidelines in all of our workshops, rehearsals and production spaces.

1. Respect yourself, your peers and the Workshop Artist.
2. Use your time effectively.
3. Always have an open mind.

These guidelines cover our physical and digital spaces, and give us structure to create a safe space for young artists to thrive. We are aware that moving into the digital environment is uncharted territory that the staff of Canberra Youth Theatre are learning alongside our young artists. We encourage our young artists to behave as they would in our physical workshops: with respect.

Please read the following online behaviour agreement. If you require further information or clarification regarding anything below, please contact our staff.

- 1. Parents will provide appropriate supervision for their young artist.** We ask parents of young artists years 1 - 3 to supervise in the same room, while parents with young artists in years 4 - 12 to supervise within the same premises.
- 2. Young artists should consider the appropriateness of any material they share with the group.** Young artists will not share images, language or content that is sexual, violent, racist, profane or provocative in nature. Participants will not share from sites that do not align with Canberra Youth Theatres' guidelines of respect, or that may bring Canberra Youth Theatre into ill repute. These include, but are not limited to hate group websites, conspiracy theory websites, imageboard websites of ill repute and websites requiring age confirmation before entry.
- 3. Young artists will communicate positively and respectfully with other members of the workshop.** When in a Canberra Youth Theatre workshop, young artists will not engage in online bullying, teasing or name calling through Zoom, Google Classroom, or other online platforms.
- 4. Young artists will respect the privacy of their classmates.** They will not voice record, video record, photograph or screen shot any part of the workshop.
- 5. Young artists should consider the content on their computer if they are invited to screen share.** They must omit any inappropriate material from their screen prior to screen sharing.

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- 6. Young artists will not share any video or images unless invited to share by the workshop artists.**

- 7. Young artists will not engage in any online behaviour that is illegal or harmful to others (such as grooming, catfishing, impersonation, threats).** They must at all times refrain from any behaviour that can be considered illegal or harmful to any participants in the workshop, including the workshop artist.

We ask all parents and guardians to discuss the Canberra Youth Theatre Online Behaviour Agreement, and have their young artist commit to the following:

When I use digital technologies, I will:

- Communicate respectfully

- Protect Personal Information, both my own and others

- Respect myself and others by thinking about what I share online

- Use knowledge I have used at school and elsewhere about digital safety and digital behaviour

- Ask a trusted adult for help when I am unsure or feel unsafe

Young Artist Name _____

Signature _____

Date _____

Parent/Guardian Name _____

Signature _____

Date _____

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How Canberra Youth Theatre Addresses Inappropriate Behaviours.

Canberra Youth Theatre deals with issues in a proactive and positive way. We cannot ignore negative, disruptive or aggressive behaviour, as it compromises the learning outcomes and safety of all participants.

First Stage: Warning

A 3 step warning system will be used to provide the young artists to address any ongoing inappropriate behaviour. A young artist is discreetly invited into a one on one breakout space by the Workshop Artist, and issued with a clear first warning, and direction as to how to address the inappropriate behaviour. This procedure will be followed again if there is a need for a second warning. If there is cause for a third warning, parents will be notified by phone or email after the workshop. In all cases, where a Workshop Artist has given a young artist a warning, the Program Administrator will be advised.

Second Stage: Time Out

If a young artist fails to respond after all attempts at integration, the young artist will be suspended from participating in the rest of the session (time out) and the parent will be contacted after the workshop.

Third Stage: Suspension from workshop

Dangerous, violent, intimidating or aggressive behaviour will result in the child being suspended from the digital workshop sessions for one or more sessions depending on the behaviour and parent/child discussion. A strategy meeting to discuss issues will be arranged with a Canberra Youth Theatre staff member, parent/guardian(s) and young artist. Suspension from the workshop is at the discretion of the Canberra Youth Theatre.

Emergency or parent / guardian contacts may be used to confidentially discuss best practice plans to further individual young artist engagement in the workshops. Two or more unexplained absences will be followed up by the Program Administrator.

Questions or concerns should be addressed to programs@canberrayouththeatre.com.au