

## MYTIME Young Carers Zoom session user agreement

At MYTIME Young Carers we support the right of all members of our community to access safe and inclusive environments, including digital and online spaces.

This form outlines the charity's roles and responsibilities in supporting safe digital activities, as well as the expected behaviours we have of our young carers when using digital or online spaces.

At MYTIME Young Carers we ask our young carers to behave in the following ways when participating in an online activity:

1. Always communicating respectfully by:

- always making sure that what they write or post is polite and respectful
- being kind to the other members of the group and thinking about how the things they do or say online might make them feel
- not sending or forwarding mean messages to other people, or bullying others in any way.

2. Protecting their own personal information by:

- being aware that their full name, photo, birthday, address and phone number is personal information and should not be shared online
- protecting their passwords and not sharing them with anyone except their parents
- only ever joining spaces with their parents' permission
- never answering questions online that ask for their personal information
- never posting three or more pieces of identifiable information about themselves

3. Taking care of themselves and others by thinking about their actions online. This means:

- stopping to think about what they post or share online
- protecting their friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information

- speaking to a trusted adult if they see something that makes them feel upset or if they need help
- speaking to a trusted adult if someone is unkind to them or if they know someone else is upset or scared
- not deliberately searching for something rude or violent
- turning off or closing the screen if they see something they don't like and telling a trusted adult.

4. Always respecting the following rules:

- all participants to understand that the unique joining details are specific to them and not to share with anyone else
- all participants display their first names only and not their surnames, helping to maintain appropriate levels of anonymity
- all participants have a clear background against a wall (if possible), so others cannot see their personal space
- participants will not record or take photos of the other participants or the hosts
- participants will behave and communicate appropriately when using Zoom eg. with kindness, consideration, tolerance and respect.
- participants will dress appropriately eg. not in pyjamas or in clothing which may leave them exposed
- participants will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, and will report it to the MYTIME Young Carers host or to a parent/guardian if they accidentally come across any such material

These rules have been designed to help keep young carers safe online and if they are not followed, MYTIME Young Carers may need to take action, for example by consulting with a parent/guardian, removing the participant from the workshop or excluding them from any future workshops.