ZOOM CALL BASICS for CAMP FAMILIES

All video conferencing for Digital Camps will be done through Zoom. You don’t need to download a program onto your computer (web based service) but you will need to download the app if using a smart device. It is available for free in Google Play or the App Store.

Families will be required to have a microphone and web cam to engage with the camps; these come standard on most tablets, smart phones, and laptops but may not be available on a desktop computer without purchasing an external microphone or camera. Check your devices before your first class to ensure you have the proper equipment.

Watch these short instructional videos for joining Zoom based on the device your child will be using for calls:
- Computer/Laptop: https://www.youtube.com/watch?v=kh50kValdAY
- Smart Device (Cell Phone, Tablet, etc): https://www.youtube.com/watch?v=iVb9nBu1Sug

Our Student Services Non-Credit Office has drop-in sessions available for anyone interested in testing Zoom before your camp. Find more information here: https://www.uregina.ca/cce/non-credit/zoom-support.html.

ZOOM CALL GROUND RULES for CAMP FAMILIES

These rules guide all calls for the Conservatory of Performing Arts programming. In all cases if you are experiencing technical issues with Zoom or experienced an emergency while on a Zoom call, please contact our Student Services Non-Credit Office at 306-585-5748 or SIS.NonCredit@uregina.ca.

1. **Closed Calls & Meeting Links:** Zoom calls will be closed and are only allowed for registered participants and approved staff and volunteers. Do NOT share your link or meeting ID with anyone else, as this puts all families at risk for potentially harmful intruders. If you believe any unauthorized person has gained access to the private meeting link, please inform our Student Services Non-Credit Office immediately.

2. **Dressing Appropriately:** Families are expected to ensure their child is appropriately dressed. If you have an old “I heart the arts” camp shirt, wear it to show your Creative Camp pride! Please avoid dressing your child in clothing with potentially offensive text/patterns/images/designs. If any campers are wearing clothing that is not appropriate, we will turn off the camper’s video immediately and ask family in the household to resolve the situation.

3. **Electronic Equipment:** It is your responsibility to provide any equipment needed for virtual programs, such as a computer, tablet, internet access, headset, earphones, microphone, web cam, etc. If you are unsure if you have the proper equipment for Zoom calls please contact Student Services Non-Credit.

4. **Emergencies:** In the event you are transmitting from a space that is experiencing a fire or emergency situation where you and your child need to evacuate, if possible, please inform the camp staff on the Zoom call about the emergency and leave the call immediately. Do NOT stay on the Zoom call if your safety is at risk. Please ensure your family including your child has an emergency procedure in your home or knows your
apartment/condo building’s emergency procedure and muster points. Contact Student Services Non-Credit if you experienced an emergency during the session and were unable to join the Zoom call.

5. **Optimize Quality of Meeting:** It is recommended that you do not have any other windows-tabs/programs open on your device to avoid connection delays/issues. If possible, ensure other people in the home are limiting their Wi-Fi use, especially on any kind of streaming service (example: Netflix).

6. **Screenshots & Recordings:** In June Digital Camp Samplers, there will be no screenshots or recordings made. In July/August for weeklong camps, parents will be asked to respond to a survey indicating if their child may be in either a screenshot and/or video record for the purposes of our camps (ex: theatre camps will do a recorded performance on Zoom then the video will be edited to present to families). Before either a screenshot or a recording happens, instructors will inform participants. If families do not wish for their children to be in the picture or the recording for any purposes during camp, you can simply turn off your child’s camera and mic or teach them to do this in all instances an instructor indicates they will be recording. If families or your children leave either of those two on after the instructor’s announcement, you are implying consent. Instructors will inform the room when the recording is stopped. It is solely the parent/guardian’s responsibility to take any necessary steps to prevent their child being recorded.

7. **Setting-up Your Camera & Background:** Families are expected to ensure that the camera that they are using does not show inappropriate things in their homes. Families are required to have your child’s back against (or camera facing) either:
   - a blank or non-descript wall/background
   - a wall with camp drawings/activities posted
   - an approved virtual backdrop

   If we notice something on your child’s video that we determine is not appropriate, we will turn off the camper’s video immediately and ask family in the household to resolve the situation.

8. **Social Media Usage:** Your child will never be asked to use social media (ex: Facebook, Snapchat, etc) with instructors during camp sessions. In July/August for weeklong camps, parents will be asked to respond to a survey that their child may be in either a screenshot and/or video record and if that photo or video can be shared on the University of Regina Conservatory of Performing Art’s social media and used by the University of Regina Centre for Continuing Education for promotional purposes. If you indicated “no” to either of these, your child’s photo or video will not be shared publicly.

9. **Supervision:** Parents retain full supervisory responsibility for any and all activities that happen as a part of our camps and the University of Regina Conservatory of Performing Arts is **NOT** providing supervision for children. Please note that in the waiver you signed for participation during registration, you indicated you were aware we were not providing supervision for your child. The full waiver is available on your receipt and in your online account: [https://ca.apm.activecommunities.com/uregina/ActiveNet_Login](https://ca.apm.activecommunities.com/uregina/ActiveNet_Login).

10. **Waiting Room:** We are requiring instructors to wait for at least 2 children before admitting them to the classroom from the waiting room. We recommend joining the meeting and waiting room no later than 5 minutes in advance of the class to ensure your connection is working properly and your child is ready to go!