

**The Riverwood Conservancy
Code of Online Conduct
Last Updated March 2021**



The Riverwood Conservancy (TRC) is committed to making every reasonable effort to provide a safe and accommodating atmosphere for all participants of our online programs.

To this effect, TRC outlines below the expected behaviour of all participants, and measures taken by our staff to ensure safe online programming for you, your family, or your organization. Note that TRC adheres to the Provincial Code of Conduct for school boards.

Staff and Participant Expectations:

Respect your own and others' privacy: In accordance with TRC's Privacy Policy, TRC asks participants not to reveal personal information during online presentations. This includes age, address, or contact information. In addition, we ask that all participants refrain from sharing the above personal information of others. Participants are permitted to display their own name and show their own webcam video feed when those functions are made available.

For the safety of all involved, we also ask that participants never convey the specific dates or locations of any subsequent school meetings, field trips, or virtual programs during TRC's online programming.

Do not engage in unwelcome activity: TRC takes seriously its responsibility in the provision of environments that are free from all claims and considerations of discrimination, harassment, and bullying. Should an incident occur, TRC will follow its policies and protocols on harassment, violence and discrimination, based on Ontario's Occupational Health and Safety Act. These behaviours will not be tolerated during online events.

Participants, presenters, and TRC staff taking part in TRC's online programs agree not to intentionally display, distribute, or link to any information that contains any of the following content:

- Material promoting or advertising illegal behaviour
- Inappropriate or offensive language
- Sexually explicit material
- Material of a violent or graphic nature
- Material that promotes or implies promotion of controlled substances
- Threats, intimidation, or harassment of any kind
- Any material that constitutes hate speech, or targets a specific gender or religious, cultural, or ethnic group
- Material that contains personal information or images of individuals without their consent
- Unsolicited advertisements, phishing, or "spam"-like messages
- Any other material that ought reasonably to be known to be inappropriate

Recording: TRC asks that no participants record the content of TRC presentations without the former written consent of TRC.

What happens when participants don't respect this Code of Conduct?

Participants are encouraged to report any activity that they feel is in violation of TRC's Code of Online Conduct to the TRC Program Instructor or to the office of TRC. They are also encouraged to report such activity to their own teacher or staff support.

In the event that TRC observes a failure to follow this code of conduct, this will result in immediate expulsion from the program. Participation in future programs will be at the discretion of TRC.

Additional TRC staff and volunteer measures for school groups:

- TRC will strive to provide one instructor and a second staff member or volunteer for all virtual programs.
- All instructors and volunteers have current, clear vulnerable sector police record checks.
- All programs will include appropriate virtual backgrounds, or real, secure program-appropriate backgrounds.
- Clothing shall not be suggestive, revealing or supportive of illegal activities and must be free of offensive wording or graphics.
- When representing TRC during a virtual program, staff and volunteers will wear an item identifying them as such.
- TRC will not ask for students' personal information at any time.
- If TRC hosts the program, all virtual meeting links will be password protected, and those passwords will be provided to the teacher contact prior to the program.
- External resources or websites are subject to a high level of scrutiny by TRC staff, and must clear high standards before being selected for educational purposes.
- Adult participants who misrepresent their identity will be immediately removed from the presentation by TRC staff and prohibited from participating in future TRC programs.
- All content provided during online programs is created and owned by The Riverwood Conservancy. Any material not owned by The Riverwood Conservancy will be credited as such.