



UNIVERSITY OF CENTRAL FLORIDA

Youth Protection Program Online Program Staff Code of Conduct

This Code of Conduct applies to all Program Staff (“Staff”), which includes volunteers, who have online or virtual interactions with youth in a university hosted or sponsored Program/Activity. Along with any Program/Activity-specific guidelines and procedures, Staff are required to comply with all applicable laws, regulations, university policies, and the requirements herein.

- (1) **General** – Staff must always work cooperatively with youth, families, university faculty, other Staff, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
 - Staff must represent the university and the Program/Activity with pride and dignity, behave appropriately, refrain from using profanity, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
 - Staff must respect, adhere, and enforce the Online Participant and Parent Code of Conduct as well as other rules, policies and guidelines established by the program sponsor, including applicable state laws and regulations.
- (2) Conduct all virtual interactions in a manner that promotes safety and complies with the following:
 - **Two Adult Rule** – Generally, two Staff must always be present in online meetings and all other virtual communications.
 - Using only program-sponsored email, phone, video conference, or social media platforms.
 - Avoiding one-on-one communications, via text, email, social media, or other means of electronic communication, between Staff and a minor.
 - Dress appropriately for video conferencing. Prohibited clothing includes anything that contains profanity or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, or other illegal activities.
- (3) Proactively address harassment, bullying, cyberbullying, or other inappropriate conduct and report knowledge of such behavior to the program sponsor.
- (4) Be mindful of your online presence and the content shared publicly via your social media or other platforms.
- (5) Ensure online and virtual interactions are conducted via safe, known platforms that limit risks to youth participants.
- (6) **Software Security** – Sharing with others any virtual program platform links, meeting IDs, usernames, passwords, and any other sensitive security information that provides access to such platforms being used by the program is prohibited.
- (7) **Time and Place** – Do not engage in purposeful personal communication or contact with a minor outside of sanctioned program established times or virtual platform designated for the Program/Activity unless related to the Program/Activity.
- (8) **Privacy** – The privacy of all individuals must be respected in online meetings and all other virtual communications.
- (9) **Sexual Conduct and Communications** – Engaging in any sexual conduct, making sexual comments, telling sexual jokes, or sharing sexually explicit material (or assisting in any way to provide access to such material) with minors is strictly prohibited. Staff must not engage or allow minors to engage them in romantic or sexual conversations, or related matters.

- (10) **Other Communications** – It is inappropriate for Staff to share sensitive personal information about themselves with minors, including information about financial challenges, workplace challenges, drug or alcohol use, promotion of particular religious or political beliefs, and romantic relationships.
- (11) **Discipline** – Any discipline used must be constructive, not humiliating or isolating. Staff must notify the program sponsor when issuing any sort of discipline.
- (12) **Photography and Recording** – Photographing and recording of minors is prohibited, except for Program/Activity-related purposes where the parent or guardian has executed the Online Participation Agreement and Waiver Form. Use of any device to photograph, record, and/or transmitting visual images in shower areas, restrooms, or other areas where privacy is expected is strictly prohibited.
- (13) **Gifts** – Staff may not provide gifts to minors independent of items provided by the Program/Activity.
- (14) **Substance Use Prohibited** – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity. Do not condone others' use of alcohol or illegal drugs during the Program/Activity.
- (15) **Non-Discrimination** – Staff must comply with [UCF Policy 2-004 Prohibition of Discrimination, Harassment and Related Interpersonal Violence](#). Treat all minors equitably, including ensuring equitable access to and support for any technology needed to fully participate in program activities.
- Hazing initiations are prohibited and may not be included as part of any Program/Activity.
 - Verbal, physical, and cyberbullying are prohibited.
- (16) **Report Injuries** – Report any accident, injury, or illness of a minor immediately to the program sponsor.
- (17) **Mandatory Reporter** – All Staff are considered mandatory reporters for purposes of the [UCF Policy 2-005 Youth Protection](#) and must report incidents involving sexual, physical abuse, and/or neglect of a minor immediately to the Florida Department of Children and Families, and to University Compliance, Ethics, and Risk via the IntegrityLine, email communication, phone, or in person. If the unlawful behavior is being directly observed, notify law enforcement by dialing 9-1-1.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in disciplinary action or sanctions against me, including but not limited to, removal from the Program/Activity, exclusion from future Programs/Activities, suspension or termination from employment at UCF, and/or criminal prosecution.

Program/Activity Name

Date(s) of Program

Print Name

Signature

Date