**CPCC Virtual Programming  
Group Rules**

Like many of you, CPCC staff are new to the virtual world we find ourselves moving in as we navigate the Covid-19 situation. We want your virtual experience with us to be positive and have created some rules that will help keep things safe and secure. Please read through and let us know if you have any questions.

**Technology**

* In Caledon, internet connection speed and capacity vary widely, depending on where you reside. This can sometimes cause connectivity and reception problems. Please test your technology to ensure it is working correctly prior to the start of your program. The CPCC can take no responsibility for participants connectivity issues related to technology.
* Please do not have televisions and other devices operating in the same room as the meeting.
* As the meeting begins, mute your phone and put it on vibrate.
* Be aware that the “Zoom Manager” may mute microphones to control ambient noise;

**General Meeting Etiquette**

* CPCC Virtual Programs will always try to start and end on time. Please come to the virtual program a few minutes early.
* To ensure safety, privacy and be respectful of boundaries, please ensure you are in a private area of your home and - If children are NOT part of your meeting – ask them and other family members to leave the area while you are in this virtual meeting.
* Please respect other individuals’ time to talk and wait patiently for a time to join the conversation where you too can share your perspective. The program facilitator may prompt or guide conversation.  Participants are encouraged to raise their hands as well as use the chat function where needed.
* If you need to temporarily leave the meeting for any reason (phone, washroom, attend to a child), mute your microphone and ensure the camera is turned off until you return. (If you aren’t sure how to do that, ask the moderator to do it for you.)
* No promotions, soliciting or spam are allowed during CPCC Virtual programming.
* Make sure you let us know if you are having trouble hearing or understanding.

**Privacy, Safety and Confidentiality**

* The CPCC staff have a duty to report if they have reasonable grounds to suspect that a child or individual is or may be in need of protection.
* Virtual Program participants will not share the program codes or passwords with others. Attendance for the virtual program is limited to registered guests only.
* Virtual Program participants will use their own names; we do not allow pseudonyms or nicknames for yourself or your child(ren) unless approved in advance by CPCC Program Manager.
* To ensure privacy of all involved, participants are NOT permitted to record, share or transmit any part of this virtual meet-up. (Note: In some instances, CPCC may wish to record a program or part of a program. If this is to happen, permissions will be sought from all participants in advance.)
* To maintain your family privacy, refer to your family members by their role in your life (son, daughter, baby, child) or their first name only. You may also want to set up in a location in your home that does not identify you or where you live (no family photos, address info, etc.) prior to entering the virtual program
* Respect everyone's privacy and don’t share anything you may hear during the virtual program.
* There are risks and benefits to all group participation.  If you are emotionally triggered, feeling disrespected or feeling like you do not fit in please let the facilitator know through the Zoom “private chat” so they are able to help support you going forward.
* Be kind and courteous. We're all in this together to create a safe and welcoming environment. Hate speech, discrimination or bullying will NOT be tolerated. All participants in CPCC virtual or in person programs and service are expected to refrain from yelling and using any impolite language or profanity.
* Remember: This is a virtual conversation. You (participant) have a choice of how much you share; feel free to use your own gauge regarding what you wish to share from a privacy perspective.