

Youth Protection Program

Handbook for Virtual Youth Programs
Acknowledgment & Consent Forms

SACRAMENTO STATE

Sacramento State Youth Programs

Virtual Programming Handbook

California State University, Sacramento

Division/Department:

Program Name:
Program Dates:

Youth Participant Name:

Youth Participant Parent/Guardian Name:

WELCOME MESSAGE (INSERT)

Safety Concerns and Reporting Expectations

Purpose

The University is committed to providing a safe, respectful, inclusive, and positive virtual environment for all youth participants. Participants are expected to conduct themselves in a manner that promotes learning, collaboration, digital citizenship, and respect for others.

While participating in virtual activities, youth may encounter behavior, communications, or situations that are inappropriate, concerning, or make them feel uncomfortable. Sacramento State encourages participants, parents/guardians, and program staff to promptly report concerns regarding the safety, welfare, or well-being of any participant. Reports of bullying, harassment, inappropriate communications, misconduct, or other safety concerns will be taken seriously and addressed in accordance with University policies and procedures.

CONTACTS

Program Contact Name:
Phone:
Email:

To Report Program concerns please contact:

- **Youth Protection Program**
  Sacramento State
  Phone: (916) 278-4629
  Email: youthprotection@csus.edu

To report suspected or known child abuse/neglect please contact:

- University Police Department (CSUS PD)
  Emergency: 911 or (916) 278-6000
  Non-Emergency: (916) 278-6851

To report child abuse in Sacramento County, California

- Contact 24-Hour Child Abuse Hotline - (916) 875-5437 (875-KIDS)
- In case of an emergency call 911 for law enforcement

If you are calling about child abuse outside Sacramento County, please **check the child abuse hotline numbers for all California counties.**

Risk Management Youth Protection Program

Youth Participant Code of Conduct

Purpose

The University is committed to providing a safe, respectful, inclusive, and positive virtual environment for all youth participants. Participants are expected to conduct themselves in a manner that promotes learning, collaboration, and respect for others.

Participant Expectations
As a participant in this virtual program, I agree to:

Respect Others

- Treat participants, staff, and guests with respect.
- Use appropriate language and behavior.
- Help maintain an inclusive, harassment-free environment.

Participate Responsibly

- Follow staff instructions and program rules.
- Engage appropriately in activities and discussions.
- Use program resources only as intended.

Communicate Appropriately

- Use chat and communication tools respectfully.
- Do not share inappropriate content.
- Avoid private communications unless authorized.

Protect Privacy and Safety

- Respect the privacy of others.
- Do not record, photograph, screenshot, or distribute program content without permission.
- Do not share personal or sensitive information.
- Report safety concerns or inappropriate behavior to program staff.

Maintain an Appropriate Virtual Presence

- Participate in an appropriate environment when possible.
- Wear appropriate attire.
- Ensure backgrounds, usernames, and profile images are respectful and appropriate.

Using Technology Responsibly

- Access only approved program platforms and tools.
- Do not bypass security measures or safeguards.
- Follow program guidance regarding AI and technology use.

Prohibited Conduct Participants may not engage in:

- Bullying, harassment, threats, or discrimination.
- Profanity or inappropriate language.
- Sharing offensive, violent, sexually explicit, or inappropriate content.

- Impersonation of others.
- Unauthorized recording or distribution of program content.
- Sharing another person's personal information without permission.
- Disruptive behavior during virtual sessions.

Reporting Concerns

- Report concerns, safety issues, or policy violations to program staff as soon as possible.

Acknowledgment

☐ By participating in this virtual youth program, I acknowledge that I have read, understand, and agree to follow this Youth Participant Code of Conduct. I understand that failure to comply with these expectations may result in corrective action, including removal from individual activities or the program when appropriate.

☐ I acknowledge that I have reviewed and understand the Youth Participant Code of Conduct and Program Expectations. I have discussed these expectations with my child and understand that failure to comply with program rules, safety requirements, or standards of conduct may result in corrective action, including removal from program activities when appropriate.

Parent/Guardian Acknowledgment

Reporting Concerns During Virtual Activities Acknowledgment

I acknowledge that I have read and understand the "Reporting Concerns During Virtual Activities" section of this handbook. I understand that Sacramento State is committed to providing a safe and respectful environment for youth participants and encourages the reporting of concerns related to participant safety, welfare, and well-being.

I understand that if my child experiences, observes, or becomes aware of inappropriate behavior, including bullying, harassment, suspicious communications, inappropriate messages, or other concerning conduct during a virtual activity, they should promptly notify a Program Staff Member, Program Director, parent/guardian, or another trusted adult.

I further understand my responsibility to report concerns regarding my child's safety during a Sacramento State youth program to the Program Director, Youth Protection Program, or University Police, as appropriate.

☐I acknowledge that I have reviewed these reporting expectations with my child and understand the resources available for reporting concerns.

Youth Participant Acknowledgment

Reporting Concerns During Virtual Activities Acknowledgment

I have read or have explained to me the "Reporting Concerns During Virtual Activities" section. I understand that if I see, hear, or experience something that makes me feel unsafe, uncomfortable, threatened, bullied, harassed, or concerned during a virtual program activity, I should tell a Program Staff Member, Program Director, parent/guardian, or another trusted adult as soon as possible.

☐I understand that I do not have to keep safety concerns a secret and that asking for help is encouraged.

Risk Management Youth Protection Program

Parent/Guardian Acknowledgment for Virtual Programs

As the parent/guardian of the participating youth, I acknowledge that participation in this virtual program requires adherence to the University's participant code of conduct and all program expectations. I understand that my child is expected to engage respectfully and appropriately in all virtual activities, including interactions with program staff and other participants.

I agree to review these expectations with my child prior to participation and understand that inappropriate behavior, disruptive conduct, misuse of technology, unauthorized recording, sharing of meeting access information, or failure to follow program instructions may result in corrective action, including removal from the virtual session or program.

I acknowledge that virtual programming is not a substitute for parental/guardian supervision and that I remain responsible for the care, custody, and supervision of my child during participation in the program, except as otherwise specified by the program.

☐By permitting my child to participate, **I acknowledge that I have reviewed the participant code of conduct, understand the expectations for virtual engagement, and agree to support my child in complying with these requirements.**

Risk Management Youth Protection Program

Parent/Guardian Acknowledgment and AI Consent

Artificial Intelligence (AI) Notice and Consent

The University may utilize approved technology tools, including artificial intelligence (AI) features, to support virtual programming, meeting management, accessibility services, note-taking, transcription, recording, or other educational and administrative purposes. The use of such tools may result in portions of a virtual session being recorded, transcribed, summarized, or processed by University-approved technology providers.

The University will make reasonable efforts to notify participants when AI-enabled features, recording, or transcription services are being utilized. Parents/guardians and participants should avoid sharing sensitive, confidential, or personal information during virtual sessions unless necessary for program participation.

By selecting an option below, I acknowledge that I have been informed of the potential use of AI technologies during virtual programming.

Please select one:

◉ **I CONSENT** to my child participating in virtual program activities that may utilize approved AI-powered tools, including recording, transcription, note-taking, or similar services.

○ **I DO NOT CONSENT** to my child participating in virtual program activities that utilize AI-powered recording, transcription, note-taking, or similar services. I understand that, depending on the nature of the activity, this decision may limit or prevent my child's participation in certain virtual sessions where such tools are required.

Virtual Program Acknowledgment and Consent

Parent/Guardian Acknowledgement

By signing below, I confirm that I have read and reviewed the:

- Participant Code of Conduct
- Reporting Concerns During Virtual Activities
- Parent/Guardian Acknowledgment for Virtual Programs, and Artificial Intelligence (AI) Consent.

I understand the information provided and agree to support my youth participant's compliance with these expectations.

Parent/Guardian Signature:

Youth Participant Acknowledgment

By signing below, I acknowledge that I have read and understand the following:

- Participant Youth Participant Code of Conduct
- Reporting Concerns During Virtual Activities

I understand the expectations for my participation in the program and know how to report any concerns or uncomfortable situations that may arise during virtual activities.

Youth Participant Signature: