



# Technology Guide for Virtual Field Trips

In preparation for your virtual field trip, please review the information below. Questions? [NMAI-GroupReservations@si.edu](mailto:NMAI-GroupReservations@si.edu) or [NMAI-nyeducators@si.edu](mailto:NMAI-nyeducators@si.edu)

## PROGRAM EXPECTATIONS

- Teachers/caregivers should be present to encourage participation and facilitate interaction with NMAI educators.
- NMAI educators reserve the right to end the program early if participants are not following the code of conduct.
- Please do not share the Zoom video join link with anyone who is not reserved for the program.

## CODE OF CONDUCT

Virtual classrooms are real classrooms, and appropriate behavior is expected.

- If the actions of a participant cause harm to anyone or interfere with program activities, NMAI educators reserve the right to deny their continuation in the program.
- Participants should not use obscene, threatening, or disrespectful language or images in any communications with NMAI educators or other participants.
- Show respect for others in what you do and say.
- Listen to NMAI staff and follow directions.
- Maintain self-control.
- Have fun!

## PARENTS/CAREGIVERS/COUNSELORS/TEACHERS

- Please assist NMAI educators to enforce positive participation in the chat and throughout the program.
- Support NMAI educators and work with them to resolve disciplinary problems.
- Understand monitoring your child's online activity is a guardian's responsibility.

## VIDEO CONFERENCE

Virtual field trips are conducted over Zoom. Participants and educators should be able to join the video conference from any browser window and should not need to download any software. The museum will generate the video conference join links. These links will be shared with you in advance of your program as a calendar invite or email confirmation.

## SET-UP AND JOINING THE FIELD TRIP

Whether participants are connecting from home, the classroom, or both, here are our recommendations for ensuring they have the best experience possible during their virtual field trip.

### In the classroom with a projector/smartboard

- Connect a laptop with microphone and speakers to a projector that can display the video conference call to the entire class. If possible, connect the laptop to the internet with an ethernet cable for the most stable internet connection.
- When it's time for your virtual field trip, **click on the video conference call join link that was included with your calendar invite or email confirmation.**

### In a classroom without a projector/smartboard

- Each participant will need to join the field trip via a web browser using an internet-ready personal device such as a tablet, iPad, or Chromebook. Please note, internet speed may slow down if multiple participants join from the same internet router/modem.
- Participants must use a profile picture and video background that is appropriate to an educational environment.

### Hybrid

- The same set-up instructions apply to classrooms with a combination of participants joining in class and from home.

### From home

- Forward the video conference call join link to participants who reserved a space and instruct them to click on the link when it's time to join the virtual field trip.
- Participants must use a profile picture and video background that is appropriate to an educational environment.

## PRIVACY AND CYBER SECURITY GUIDELINES

- The rules listed under Section 4 of the [Smithsonian Terms of Use](#) encourage a learning environment where thoughtful discussion can safely occur among people of all ages and backgrounds. The Smithsonian reserves the right to deny access or exclude those who do not comply with these conduct expectations.
- For privacy reasons, personal video recordings of the virtual field trips are not permitted.
- Do not publicly share your video conference call join link. Share the link only with participants connecting from home who are authorized to join the virtual field trip.
- Participants will be placed in a Zoom waiting room until released by NMAI staff to join the program.
- Participants will be muted at the beginning of the program.
- Review the [Smithsonian's Privacy Statement](#).