

South Dakota Association of the Deaf Video Conferencing Policy

1. Purpose: This document outlines the responsibilities, policies and procedures governing the use of Video Conferencing (VC) technology within the South Dakota Association of the Deaf (SDAD). VC is based on telecommunication technology connecting two or more locations over a computer network, with cameras, monitors and microphones at each end. Once connected, the people at each end possess the ability to see and hear each other in a totally interactive audio/visual experience.

2. Background: SDAD has board members and committee members living in different cities/towns. This geographic dispersion has traditionally made it difficult for SDAD to take advantage of meetings, conferences or training opportunities that involves SDAD board members and/or committee members from different locations around the state. Video Conferencing technology now makes it possible to overcome this problem.

3. Responsibilities:

- a. SDAD President or the designated officer is responsible for management of the SDAD Video Conferencing network and software to which VC equipment is connected.
- b. SDAD President or the designated officer is the Point of Contact (POC) responsible for centralized scheduling of VC events for convenience to the user, to assure that priority needs are met and to efficiently manage available network.
- c. SDAD board members, committee members and/or other interested individuals are responsible for their own equipment (computer/laptop with webcam, iPad, etc.) for the VC.
- d. **VC Users:** SDAD Officers or Chairs of Committees (requestors) are responsible for contacting the POC to reserve the date(s) for their meeting at least one week in advance. The POC will coordinate the VC and send the link to the requestor(s). The requestor(s) are responsible for the dissemination of the link to the VC participants.

VC Priority Uses:

SDAD Board will be given priority over committees for the VC.

Certain events scheduled by the requestor(s), the POC has the right to interrupt or cancel or delay whenever the SDAD Board has an emergency.

Procedures:

The Board Members or Chairs of Committees arrange for VC usage by submitting requests with the dates, times and length of the meeting to the POC through emails. The POC will check the VC calendar for availability and make VC reservations. A VC connection information, including the date and time will be sent to the requestor(s). Requests should be sent in at least one week in advance of the requested VC date. It is the requestor's responsibility to provide the VC connection information to the VC participants.

Usage requests will be approved on a first come, first served basis, except the priority used described above will take precedence.

Within two business days, the POC will process and respond to usage requests, checking the VC calendar for conflicts and checking for the availability on the requested day. The POC will notify the requestor whether the request can be accommodated on the requested date. The POC will provide the requestor(s) with the connection information and contact information for problems. Modifications to requests will only come from the VC requestor.

In preparation for the meeting, the POC or designated person will set up the VC at least 5 minutes prior the VC session and begin the session right on time. If the participant(s) are experiencing problems with the connection, they will text or VP the POC.

When the VC session is over, the POC disconnects the call. Or when the VC session time is up, it will shut down by itself.

SDAD approved on June 7, 2017