

DIGITAL COMMUNICATION CONSENT

1. Parent Handbook

The following must be added to your Catechetical Program Parent Handbook and distributed to parents. Parents must sign an Acknowledgment indicating they have read and agree to the policies expressed in the Handbook. No participation in programming may be permitted without a signed Acknowledgment.

Addition to Parent Handbook:

DIGITAL COMMUNICATIONS POLICY

During the ongoing COVID-19 pandemic the Archdiocese of Newark continues to serve the young people of (INSERT PARISH & TOWN HERE).

Parish program facilitators will deliver virtual programming and content for its participants, through online platforms. The program(s) will use software, tools and applications provided by third-parties that participants, parents/legal guardians, volunteers and/or staff will access via the internet and use for purposes of communication, programming, and potential content creation. These platforms may include but are not limited to: Google Classroom, GoToMeeting, Webex, and Zoom.

To enroll in any of these programs, you must provide your consent and release for your child to participate in these online applications for distance-based, virtual program purposes. Please be aware that each application collects different information about its users and has its own privacy terms and conditions to which members must adhere and which parish or diocese cannot control or assume responsibility. Please review these carefully before registering your child.

Our commitment to keeping the children and youth we serve safe is always our number one priority. To that end, we will actively monitor participant activity of children while engaged in our digital learning platforms. It is parents' responsibility to monitor their child's internet usage as a whole,

including their use of any internet sites that are outside of our digital learning platforms. All online activities contemplated hereunder must also comply with the Archdiocese of Newark Safe Environment Protocols and must also follow any use requirements developed by the Archdiocese of Newark and/or the Department for the Protection of the Faithful.

2. Employee/Volunteer Policy

The following must be added to your Employee Handbook and/or distributed to volunteers participating in your Catechetical Program. Each Employee or Volunteer must sign an Acknowledgment indicating they have read and agree to the policies expressed. No participation in programming may be permitted without a signed Acknowledgment.

Addition to Employee Handbook / Volunteer Policy:

DIGITAL COMMUNICATIONS POLICY

During the ongoing COVID-19 pandemic the Archdiocese of Newark continues to serve the young people of (INSERT PARISH & TOWN HERE).

Parish program(s) are providing virtual programming and content for its participants through online platforms. The program(s) will use software, tools and applications provided by third-parties that participants, parents/legal guardians, volunteers and/or staff will access via the internet and use for purposes of communication, programming, and potential content creation. These platforms may include but are not limited to: Google Classroom, GoToMeeting, Webex, and Zoom.

Use of these digital platforms shall be for ministry-related purposes only, and not for any communications of a personal nature whatsoever. All communication shall be restricted to matters concerning classes and/or parish events. Personal cell phone numbers or email addresses shall not be shared with minors, and direct communication with minors via cell phone or email is strictly prohibited. If there is a need for any such

communications, it shall be with parents only. Similarly, contact with minors over social media sites (including “friending” or “connecting” with minors) is strictly prohibited.

Any violation of this policy may result in termination of employment and/or volunteer status.