



DIOCESE OF
FORT WAYNE-SOUTH BEND

**Electronic Communication and Technology
Resources and Forms for use with the Policy**

For use by parish/school personnel:

1. Sample Statements for school or parish religious education handbooks.
2. **Sample Form A - Electronic Communication Notification & Release (for use by parishes and schools)** – Parental consent for use of electronic communication with minors
3. **Sample Form B - Option 1 - Photo and Media Consent and Release (for use by parishes and schools)** – Parental consent for use of photos or other media of minors
4. **Sample Form B - Option 2 - Photo/Name Consent (for use by schools)** – Parental consent for publication of minor's picture/name on diocesan websites
5. **Sample Form B - Option 3 - Photo/Name Consent (for use by parishes)** – Use of Social Media Website for Parish Ministries – Parent opt out of student
6. **Sample Form C - Media Site Approval (for use by parishes and schools)** – Approval for use of electronic communication/social media site created in the name of parish/school ministry

Note: School personnel should utilize policy P4620 and its forms. Any forms that duplicate permissions are not required.

Sample Statement for school or parish religious education handbooks– Websites/Blogs

In order to maintain the integrity of our parish/school accounts, no student or parent may create a Facebook®, Twitter® or other social media online account under the name of the parish/school or any sponsored organization of the parish/school without written approval of the parish/school administration. Disciplinary action may be necessary if unauthorized creations occur.

Defamatory or derogatory engagement in any social media regarding _____ Parish, its school, any of the parish/school administration, the faculty, other students, or other students' parents may also result in disciplinary action.

Sample Form A - Electronic Communication Notification & Release (for use by parishes and schools) – Parental consent for use of electronic communication with minors

Permission is granted to the parish, school or organization to modify and duplicate the electronic communication release written below. Electronic communication usage releases must be renewed each year (usually at the start of each academic/formation year). Parish religious education programs and schools may add this information into the parent/student handbook. If this is not done, prepare the information below on the appropriate letterhead for the parish, school or organization.

During the <INSERT YEAR HERE (i.e. 2019-2020 academic year)>, the parish, school or organization of <INSERT PARISH OR ORGANIZATION NAME HERE> will use the following forms of electronic communication and technology to communicate with your minor child regarding various educational or programming events. *(note to preparer: delete all lines of technology that are not used)*

- ____ Parish/organization website <INSERT WEB ADDRESS HERE>
- ____ Social networking site <SPECIFY SITES & WEB ADDRESS>
- ____ Educationally appropriate websites or applications as chosen by school personnel
- ____ Email within Learning Management Software only
- ____ Email on public sites such as Gmail, MSN.com, Yahoo.com
- ____ Text messages
- ____ Telephone calls
- ____ Instant messages
- ____ Parish/organization blogs <INSERT WEB ADDRESS HERE>
- ____ Online video streaming

I grant my child, _____ permission to participate in the
(Print Name of Minor)

forms of electronic communication listed above in relation to the various programming events of <INSERT PARISH OR ORGANIZATION NAME HERE>.

As the parent/guardian, you may request to the parish/school/group organizer to be included on all group communications to your minor child.

(Printed Name of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

Minor's Email Address:

Parent/Guardian's Email Address:

Minor's Cell Phone # (ONLY if approved for Text Messages):

Parent/Guardian Cell Phone # (ONLY if approved for Text Messages):

Sample Form B - Option 1 - Photo and Media Consent and Release (for use by parishes and schools) – Parental consent for use of photos or other media of minors

Permission is granted to the parish, school and/or organization to modify and duplicate the release written below. Photo and media releases must be renewed each year (usually at the start of each academic/ formation year). Parish religious education programs and schools may add this information into the parent/student handbook. If this is not done, prepare this form on the appropriate letterhead of the parish, school or organization.

PHOTO AND MEDIA RELEASE INFORMATION:

I grant, <INSERT PARISH OR ORGANIZATION NAME HERE>, the right to take photographs, video or other media of my child, _____ and his/her property in
(Print Name of Child)

connection with parish, school or organizational activities for the <INSERT YEAR HERE (i.e. 2019-2020 academic year)>. I authorize <INSERT PARISH OR ORGANIZATION NAME HERE> and/or the Diocese of Fort Wayne-South Bend, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

____ I agree that the <INSERT PARISH OR ORGANIZATION NAME HERE>, and/or the Diocese of Fort Wayne-South Bend may use such photographs, video or other media of my child for any lawful purpose, including but not limited to such purposes as publicity, illustration, advertising, and Web content.

____ No, I do not grant <INSERT PARISH OR ORGANIZATION NAME HERE>, the right to take photographs, video or other media of my child, _____.
(Print Name of Child)

(Printed Name of Parent/Guardian)

(Date)

(Signature of Parent/Guardian)

Sample Form B - Option 2 - Photo/Name Consent (for use by schools) – Parental consent for publication of minor’s picture/name on diocesan websites

Permission is granted to the school to modify and duplicate the electronic communication release written below. Electronic communication usage releases must be renewed each year (usually at the start of each academic year). Schools may add this information into the parent/student handbook. If this is not done, prepare the information below on the appropriate letterhead for the school.

PUBLICATION OF STUDENT (under 18) PICTURE/NAME ON DIOCESAN WEBSITES

_____ School and our Diocesan Catholic Schools Office (“Diocesan Schools”) maintain websites. These websites include references to highlight our students’ academic accomplishments and other school related activities. From time to time Diocesan Schools may determine it beneficial to publish student names/pictures on the web site for several reasons, such as:

1. Acknowledgement of students receiving honors or achievements;
2. Participation in athletics, student organizations, student clubs, or school-sponsored extra-curricular activities.
3. Depictions of students in relation to special school-related occasions or times of year, e.g. homecoming, athletic events, senior graduation, school service projects, etc.

We believe that publication of student names/pictures on publicly accessible websites assists Diocesan Schools in promoting the success and benefits of the schools and the accomplishments and efforts of our students to the Diocesan community and the general public. However, we recognize that a website publication is potentially “worldwide.” For that reason, we allow the parent(s)/guardian(s) of students under age 18 the opportunity to advise us if they do not want to have their student’s name/picture posted on a Diocesan School’s website. Even if you do not advise us that you do not want your student’s name or picture considered for publication that does not mean your student’s name/picture will be used. The Diocesan Schools may or may not choose to post your student’s name/picture on one of the websites. Such decisions will be made by Diocesan representatives based upon their determination of website format and content.

If you do not want your student’s name or picture even considered for posting on a Diocesan School’s website during this school year, please complete the bottom of this form and return it to the school’s administration office as soon as possible.

STUDENT NAME

GRADE

SCHOOL YEAR

Check one of the following three options:

I do not want Diocesan Schools to use my student’s name on a Diocesan Schools’ website.

Policy – Electronic Communication and Technology

I do not want Diocesan Schools to use my student’s picture on a Diocesan Schools’ website.

I do not want Diocesan Schools to use my student’s name or picture on a Diocesan Schools’ website.

PARENT/GUARDIAN SIGNATURE

PRINTED NAME

DATE

Sample Form B - Option 3 - Photo/Name Consent (for use by parishes) – Use of Social Media Website for Parish Ministries – Parent opt out of student

Permission is granted to the parish or organization to modify and duplicate the electronic communication release written below. Electronic communication usage releases must be renewed each year (usually at the start of each formation year). Parish religious education programs may add this information into the parent/student handbook. If this is not done, prepare the information below on the appropriate letterhead for the parish or organization.

Use of Social Media Website for Parish Ministries – Parent opt out of minor child

_____ (name of parish) maintains a website for sharing information related to ministries at the parish. These websites may include references to highlight participation and activities. From time to time the parish may determine it beneficial to publish minor children’s names/pictures on the web site for many reasons.

The parish believes that the publication of minor children’s names/pictures on publicly accessible websites assists in promoting the ministry. However, the parish recognizes that a website publication is potentially “worldwide.” For that reason, the parish allows the parent(s)/guardian(s) of children under age 18 the opportunity to advise if they do not want to have their children’s name/picture posted on the website. Even if you do not advise us that you do not want your children’s name or picture considered for publication that does not mean your student’s name/picture will be used. The parish may or may not choose to post your student’s name/picture on one of the websites. Such decisions will be made by parish representatives based upon their determination of website format and content.

If you do not want your child’s name or picture even considered for posting on a parish website during this school year, please complete the bottom of this form and return it to the parish office as soon as possible.

CHILD’S NAME

GRADE

SCHOOL YEAR

Check one of the following three options:

- I do not want the parish to use my child’s name on the parish website.
- I do not want the parish to use my child’s picture on the parish website.
- I do not want the parish to use my child’s name or picture on the parish website.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN PRINTED NAME

Sample Form C - Media Site Approval (for use by parishes and schools) – Approval for use of electronic communication/social media site created in the name of parish/school ministry

Parish/school should use its letterhead for this form.

Parish/School: _____

Ministry/program that will use account: _____

Platform where account will reside: _____

Date: _____

Person (and title) responsible for account: _____

Second adult admin for the account: _____

I will abide by the diocesan Policy – Electronic Communication and Technology in creation and administration of this ministry account.

Signature

Signature (Second administrator)

Printed name

Printed name

Date

Date

I give my approval for creation of the above-named account to be used in support of the ministry named.

Supervisor/pastor/principal signature

Printed name – supervisor/pastor/principal

Date

Recommendations for Youth Minister/coach/teacher

1. Do not permit followers on your social media site for ministry if it is known that the individual (minor) is too young to legally have the account.
2. Reply to electronic communication received from a minor in which no parent is copied.
"I have received your message but am unable to reply as you have not copied your parent/guardian on the message. Please resend to me with at least one parent/guardian copied so that I may reply to you. If this is an emergency and you need to communicate with me immediately, reply and include that in your message. Thank you."

Recommendations for supervisors/site administrators

1. Use paid and/or contracted service providers in order to avoid advertising which may be counter to Church teaching as well as possibly providing better safeguards and privacy for information on social media sites. For example, a site hosted by a service provider like "Faith in Action" by osv.com may be better than free sites subsidized by advertising such as Facebook, yahoo.com, gmail.com, etc. in which information may be shared more readily beyond the site and provider.
2. Domain Based email may provide better privacy, less advertising and increased confidence in the sender than free services. For instance, an email from a domain like bishop@diocesefwsb.org may offer advantages over bishop@gmail.com.
3. Contact Forms may be preferable to direct email contacts because content can be better organized and sending email addresses explicitly displayed.
4. If a person is misusing the site or posting unwelcome items, the site administrator should speak with this person either in person or telephone to discuss. The person should be given a warning that any further action that harms the group or site will result in removal of the person.