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 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/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**

______________________________________________

**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.
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

_____________________________________________________________       _________________       _________________

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

1/15/2020
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 (Second administrator) Signature

_________________________ __________________________
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.