



Permission Form for Online and/or Live-Streaming Workshop/Conference/Instruction

For School Year 2020-2021

St Patrick Church/St. Michael Mission Religious Education classes will be providing an online curriculum and live-streaming workshop/conference/instruction to child(ren). Live-streaming will be recorded by the religious education staff in order to provide the same content to students who are not able to attend the live session either remotely (Phase I) or in person (Phase II). Because the workshop/conference/instruction content is being recorded there is a possibility any child/children's identity/identities (name/face) may also be recorded during the instruction.

To protect the privacy of all students participating in St Patrick Church/St. Michael Mission Religious Education online workshop/conference/instruction, students and all others (except the religious education department as set forth above) are strictly forbidden from taking screenshots or recordings of the class, the instructor, or individual students during synchronous or asynchronous instruction.

I acknowledge my child(children) listed below may participate in a recorded online workshop, conference, and instruction that may result in my child(children)'s name and/or face being identified during the recording. I also agree to partner with St Patrick Church/St. Michael Mission Religious Education in enforcing the forbiddance of screen shots, recordings of the class, the instructor, or individual students by my child(children) or any others within my family or household (or under my supervision) during synchronous or asynchronous instruction.

NAME OF CHILD(REN)	GRADE

Parent/Guardian Signature

Date

**Updated Safe Environment Policies
for the Supervision of Minors in Virtual Environments**

- ___ 1. All meetings must have parents' written consent prior to connecting with minor(s). Consent must also be given for the recording of all on-line meetings, and minors must be informed that they will be recorded.
- ___ 2. One on One meetings should be conducted by a Safe Environment Cleared adult and an additional SE Cleared adult or parent should also be present during the meeting. Exceptions may be made for the additional SE Cleared adult or parental presence with parent/guardian consent.
- ___ 3. All meetings with minors must always be conducted by Safe Environment Cleared adults and a parent/guardian should have access to the meeting. Exceptions may be granted by Cleared administrators/leaders for guest speakers who are not Safe Environment Cleared. All Guest Speakers must be monitored by a SE Cleared Adult.
- ___ 4. A meeting solution should be utilized that will provide a history of all upcoming and past meetings, allowing access for spot checking/review by Safe Environment Cleared administrators of live and/or past recorded meetings.
- ___ 5. All meetings including minors, should have passwords and be private invitations, this may vary depending upon solution used (no publicly available links or meeting numbers; waiting rooms should be utilized when available)
- ___ 6. All parties should be aware of their surroundings while on virtual meetings. Individuals should be in public spaces of their homes and avoid personal spaces, i.e. lying in bed.
- ___ 7. All meeting date/times should be pre-scheduled at least 24 hours in advance. Any exceptions must be approved in writing (i.e. by e-mail or other electronic communication tools) by parents and/or guardians
- ___ 8. All meetings should be recorded by the meeting host for future review. Treatment of these recordings will be compliant with organizations' data retention and acceptable use policies. In addition, schools and other educational entities must follow [FERPA](#) guidelines.
- ___ 9. If devices are being supplied to the student (Lease, loan, rent, etc.) will need to be [CIPA](#) compliant.
- ___ 10. Safe Environment Cleared administrators/leaders must be included in all meeting invites.
- ___ 11. Spot checks of recorded and in progress meetings should take place by Safe Environment Cleared administrators/leaders when possible.

Please initial each item as verification that you have read and understand. Please ask any questions or clarifications. A signed copy of this document will be provided to you.

Thank you