

Additional Guidelines for Online Learning from the Office for Safe Environment

- The PSR Teachers should be reminded of any parish/school social media and IT policies, keeping in mind that they are mandated reporters, and remembering safe environment training. Teachers need to be very vigilant they do not share inappropriate images or appear on screen in an inappropriate manner. This might be solved if they have the teachers come to the Parish building to present as opposed to letting them do it from home. The social media and IT policies can be found on the diocesan website [here](#).
- The Code of Conduct should also be reviewed and applied as it applies during virtual learning. You can find it [here](#).
- Students should know that they are expected, just like in class, to act in a Catholic manner in these sessions. I think one of the best ways to prevent problems is that if a teacher is going to use two way communications online they really know and understand the program and how to manage it. Below are examples from Zoom, but I believe there are similar resources from the other providers.
- Parents should sign a parent permission with a disclosure. This disclosure should list the program, the expectations of the student, who to contact if there are problems, etc...
- It helps a lot to have a session administrator separate from the host. That person would be able to “pay attention to the room” by monitoring what’s on the cameras, muting microphones and kicking out anyone who doesn’t follow the rules. This person should be an adult, such as an employee or a parent volunteer (who has been through the PGC program), and not a student.
- The session rules must be spelled out clearly in advance so participants know what’s expected. That includes acceptable dress, a recommended plain background and general demeanor guidelines, such as keeping language clean.
- The teacher also must keep the conference code private, and not post it in places like an open Facebook page. Adding a password that’s emailed to participants further protects the session.
- When the meeting begins, the administrator should make sure everyone who joins has their camera off and microphone muted, with annotation off except for the teacher. That person also would control who can screen share.
- Parents have a role to play, too. If they’re concerned about their children’s information being distributed, they can set up the Zoom/Google account in their own name for their kids. That way, the parents protect the data, and get the added benefit of being able to track who is participating in all the conversations.

Here are the resources from Zoom as an example (the other providers, like Google have similar guides):

- <https://zoom.us/docs/en-us/childrens-privacy.html>
- <https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/>
- <https://zoom.us/docs/doc/Zoom%20for%20K-12%20Education.pdf>
- <https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>

Here is the link to another resource that promotes internet safety for children:

<https://protectyouneyes.com/>

I hope this information is helpful as you begin classes. Please do not hesitate to call or email with any other questions or concerns.

Peace and Blessings,
Alison Smith, B.S.
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