



## Consent and Release Form for St Stephen's Faith Formation Virtual Meetings

During the time of the COVID-19 pandemic, our Faith Formation will be done online. We will use **Zoom** or other technology platforms for programming. Please note that each application collects different information about its users and has its own privacy terms and conditions to which members must adhere and which the parish cannot control or assume responsibility. Please review this information carefully.

Our commitment to keeping your child/children safe is always our number one priority. All staff have gone through the VIRTUS Safe Environment Program and have been fingerprinted in accord with guidelines of the Archdiocese of San Francisco. In addition, the guidelines you receive have also been reviewed and agreed to by our catechists (Faith Formation Teachers).

There is no real substitute for face-to face instruction and interaction. We want to continue working with you and your children who are registered in the 2020-2021 Faith Formation Program to proclaim the Good News through technology. We are partners in the spiritual formation of each and every one given in our care. Our collaboration with you is essential to a successful experience with this new way of faith formation. Using technology we will be able to stay in touch, to give instruction to, and interact with all.

**Check here:                    Yes, I agree that:**

- I have received and reviewed the St Stephen Parish Virtual Gatherings Guidelines (next page).
- I agree that my child/children will adhere to those guidelines.
- I understand that I will have access to everything provided to my student and be made aware of how social media is being used, be told how to access the sites, and be given access to copies of all material sent via social networking.
- I authorize and consent to staff to communicate with my child/children electronically.
- I understand that no staff or leader can communicate privately with my child/children.
- I understand that without this consent my child will not be able to participate in this program.
- I understand that children fourth grade or younger must have a person with them in the space to help.
- I understand that some online meetings may be recorded. I give consent for these recording of meetings to be utilized only for our parish program.
- If I choose to rescind my authorization and consent provided herein, I agree to inform the parish in writing and that my rescission will not take effect until it is acknowledged by the parish.
- I hereby hold harmless, release and forever discharge the Archdiocese of San Francisco and its employees, agents, licensees and legal representative from, and shall indemnify them against, all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators or any other person(s) acting on my behalf or on behalf of my estate have or may have by reason of my child/children's participation in the program and through my authorization, consent and release herein.
- I have read this Consent and Release Form, I fully understand it, and I voluntarily agree to be bound by its terms.
- I represent and certify that I am the parent or legal guardian of the child/children registered in the St. Stephen's 2020-2021 Faith Formation Program.

*Sign and Date Below*

**I acknowledge that filling my name in this space constitutes my signature and acknowledgment/consent/permission to the above.**

Parent/Legal Guardian Name:

Signature:

Date:

Student's Name(s):



# St Stephen Parish

## Virtual Gatherings Guidelines

1. Click on the meeting link that your catechist sends or posts.
2. When your catechist joins the meeting, the virtual room will pop up. You will be admitted to the room.
3. You will join the meeting but sound will be muted until opened.
4. If you are invited to speak, a message may or may not pop up. If it does not pop up, click the **Unmute Myself** button.
5. Use only your first name on the screen. This screen name must be the same as your name that was entered on the Faith Formation Program registration form.
6. You are not allowed to use your own photos, other student's photos, web images or memes of any kind as your background.
7. If you attend a virtual gathering, you need to be present and visible. You must sit in an appropriate location with adequate lighting so you may be seen. You may not use a blank screen or a picture of yourself. At least your face must be visible.
8. Private chats or texts are not allowed during the virtual meeting. You must maintain full attention during the meeting.
9. You must have everything necessary and be ready at the start of the meeting (paper, pencil, textbook).
10. You may not take screen shots during the meeting.
11. You may not wear a hat or hoodie during the meeting. Clothes may be casual but respectful.
12. If you need a bathroom break do not take your device into the bathroom with you.
13. Even though we are not meeting in a physical classroom, ALL RULES of appropriate classroom behavior apply.
14. Program managers, catechists, and/or parish administration shall have the final say as to appropriate behavior and appearance during distance learning.
15. Most importantly: PARTICIPATE! All classroom environments work best when students participate in class discussions and activities, please don't let distance-learning prevent you from participating in class.

Guidelines subject to change. Current as of 9/14/2020.