

FAITH FORMATION VIRTUAL LEARNING AGREEMENT

INTRODUCTION

This Policy, and any subsequent policies, is designed to make virtual learning available for parish faith formation and youth ministry communities and promote the responsible and safe use of resources. Cooperation and adherence to this Policy is a condition of access to the aforementioned resources. Violation of this Acceptable Use Policy will result in disciplinary action, which may include removal of access or other applicable consequences, and may have significant legal and/or financial consequences.

Parish Information	
Parish Name: The Roman Catholic Churches of Uniontown; St. John the Evangelist, St. Joseph, St. Mary and St. Therese Churches	
Parish Address: 61 N. Mt. Vernon Avenue	Telephone: 724-437-4441
Faith Formation Director: Marlene A. Bandzuch	Email: mbandzuch@dioceseofgreensburg.org
Personal Information	
Student Name:	Date of Birth:
Current School:	Grade:
Parent/Legal Guardian Name:	Telephone:
Home Address:	Email:

ACCEPTABLE AND UNACCEPTABLE USE

The Internet offers the capability for students and catechists to access and share information on a global scale. The scholarly use of the Internet can provide our students and catechists with a world-wide, diverse array of resources.

Users will observe the following practices and precautions during virtual learning and online live classroom meetings to help ensure that the use of technology is a safe, productive, and educationally rewarding experience:

- Students are expected to be on time, appropriately dressed and seated in an appropriate manner for learning.
- Students should be respectful at all times of catechist and others in the virtual classroom.
- Student's screen must use correct names and appropriate backgrounds.
- Students remain active, engaged, and visible at all times, face to face.
- Students remain on mute and only unmute when called upon.

- Students with questions use “raise hand button.”
- Students should refrain from eating and chewing gum.
- Student and families may not share the link to the “virtual” classroom with others.

Users agree to the following practices to ensure personal safety and well-being:

1. While during virtual faith formation, the user agrees never to transmit personally identifiable information (name, age, gender, social security number, address, phone number, credit/debit card information and the like) of himself or herself as well as that of any other person.
2. The student agrees never to arrange for a face-to-face meeting with any person at any time during virtual faith formation. Student users will not agree to meet with someone they have met online without their parents' full approval and participation.
3. The student agrees to notify faith formation personnel immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the use of the parish technology resources.

Users agree to the following statements regarding illegal/unauthorized activities and system security:

1. The user agrees to access only the Internet and network resources, software and/or hardware provided expressly by the parish for educational purposes.
2. The user agrees to follow the procedures and best practices recommended by parish personnel or system administrator. These procedures and practices may address respect for the resource limits of the parish, personal safety issues, and/or access to appropriate materials.
3. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
4. The user agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
5. The user agrees to at no time unlawfully harass, intimidate, haze, or bully (which includes cyberbully) another person through the use of any parish online resources.
6. The user agrees never to access, possess, transmit, retransmit or respond to any information containing sexually oriented material.
7. The user agrees never to use parish technology resources to engage in any illegal, criminal activity or any conduct which is morally inappropriate and/or violates Catholic teachings. The parish will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
8. The user agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
9. The user agrees to respect the right of intellectual property of other people and to respect all copyright laws. Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a catechist.

Liability:

The Diocese of Greensburg, its parishes, its employees, and its faith formation volunteers will not be held responsible for the actions of a user who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service, violations of copyright restrictions, the accuracy or quality of information obtained through the parishes system, or any liability, damages, or financial obligations arising through the unauthorized use of the parish and/or personal technology resources.

Warranties:

The Diocese of Greensburg, its parishes, its employees, and its faith formation volunteers makes no warranties of any kind, whether expressed or implied, for the service we are providing.

- The Diocese and Parish will not be responsible for the accuracy, quality, or usefulness of information obtained through network connections.
- The Diocese and Parish will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The Diocese and Parish will limit individual user network storage/disk space specific to the needs/responsibilities of the user.
- The Diocese and Parish will not be responsible for the contents of any web site bearing their name(s) unless the web page has been authorized by the administration of the Diocese.
- The parish administration reserves the right to establish rules and regulations regarding the use of the system.

PARENT/GUARDIAN PERMISSION TO ACTIVATE USER PRIVILEGES

I certify that I have read the terms and conditions in the Diocese of Greensburg Faith Formation Acceptable Use Policy and discussed them with my child. I understand that access to the Internet, technology and communications systems are designed for educational, security, and safety purposes and that my child has agreed to abide by the Diocese of Greensburg usage rules. I understand that my child has responsibility for his or her actions in regard to the use of technology resources and recognize my responsibility for governing and guiding access during virtual learning. I also understand that the consequences, as stated in the policy, for inappropriate actions or conduct. I recognize that it is impossible for the Diocese and Parish to restrict access to all controversial materials and I will not hold the Diocese and Parish, Dioocese or their personnel responsible for material acquired or viewed through technology resources. I hereby give my permission to activate any faith formation technology privileges for my child.

Parent/Legal Guardian Signature: (Student must also sign, if student is over 18)	Date Signed:
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PARENT/GUARDIAN PERMISSION FOR RECORDING OF VIRTUAL CLASSROOM MEETINGS

I understand that live virtual meetings that take place without parents present will be recorded for safe environment purposes. These recordings will not be published or shared with anyone except with proper personnel in the instance that safe environment is called into question.

Parent/Legal Guardian Signature: (Student must also sign, if student is over 18)	Date Signed:
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PARENT / GUARDIAN PERMISSION FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND STUDENT PHOTOGRAPH AND FOR PUBLISHING OF STUDENT’S PHOTOGRAPH AND DIOCESE AND PARISH WORK IN THE CATHOLIC ACCENT AND ON THE DIOCESE AND PARISH AND DIOCESAN WEBSITES

I understand that my child's photograph and samples of my child's faith formation work may be published in The Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the parish and/or Diocesan websites. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event a request is made for such permission, those requests will be forwarded to me as parent/guardian. I understand the parish and staff will be the contacts responsible for the work published and that the school's address, telephone, and email addresses appear on the school's web site. I understand that I can request that my child's individual picture or school work not be published on the school web site. (This is not inclusive of any group, -class, or school production photos utilized on the web site or by members of the media.

I understand that if at any time I *do not* wish to have my child's individual photo and/or samples of my child's school work published in The Catholic Accent or on the Diocesan or parish web site, I will submit written notification, including the date, child's name, and parish to the faith formation leader and/or pastor.

Parent/Legal Guardian Signature: (Student must also sign, if student is over 18)	Date Signed:
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