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. (See Policy Considerations & Permission Form for Online Instruction).

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.

Best Practices for Online Education and Ministry

The Roman Catholic
Diocese of Tucson

1. Maintain one or a list of approved virtual platforms, that are administered through the parish/school, i.e. Zoom, Google Classroom, GoToMeetings. The main account should be hosted by the parish/school, with assigned logins. Adults should not be using their own personal accounts.
2. Utilize a waiting room and disable "Join before host". This will allow you to screen who can enter the group. This is required if you are sharing any Meetings ID's or links publicly to ensure that anyone who should not be in your meetings are unable to get in.
3. Ensure participants are unable to chat privately; you can disable the chat feature entirely or allow participants to chat with everyone in a central chat area.
4. Disable screen sharing for anyone other than the host.
5. Enable an adult core member to be a "co-host" to help moderate the event and in case you as the "host" get disconnected.
6. It is permissible to utilize "breakout" rooms and have 1 adult lead each small group discussion. You as the host can hop in on the various discussions.
7. Use Grid-view and do not hide self-view while on calls with minors to ensure the recording shows everyone.
8. The time of scheduled events should mimic regularly scheduled activates, preferably occurring between 8:00am to 9:00pm at the host location. Exceptions may be granted by Administrators/Leaders for special events and/or international students.
9. Dress and grooming habits of hosts and participants should be in accordance with current guidelines in place at the host institution.
10. When possible, there should be two safe environment Cleared adults in every on-line meeting with minors, even small groups.
11. Both children and parents/guardians should be reminded frequently that on-line sessions will be recorded for the safety of the children. All recordings should, to the extent possible, follow FERPA guidelines.
12. The host and participants should use their given name (first and last) when signing into the online meeting.
13. Screenshots of any meeting with minors should not be shared to personal social media accounts. If the picture is to be shared through institutional social media and/or e-mail, names should be blurred.
14. It is highly recommended that the host of any on-line meeting with minors create standards for effectively managing conversation and share these at the beginning of all sessions.