



Faith Formation Video Conferencing Policy

In order to utilize and participate in video conferencing, parish catechists, staff, students, and parents must adhere to the following:

- a. Parents must sign the consent form provided by the school prior to student participation.
- b. Catechists may pre-record video lessons for students to watch at home. Video sessions must be reviewed by the PSR Director prior to being used.
- c. Live video conferences **must be recorded**.
- d. **For groups of less than 10 students, a second adult must be present.** The second adult may be a parish catechist, staff member, or a parent volunteer in complete compliance with safe environment requirements for the Archdiocese of New Orleans. The second adult must be unrelated to the catechist.
- e. Private chat/messaging functions must be disabled. Students must not be allowed to private message each other. All participants must be able to view all messaging during any live session. Private chat between catechists and students is prohibited.
- f. Catechists must wear professional attire (follow parish dress code).
- g. ALL participants are to wear appropriate attire as determined by the parish.
- h. Video conferencing must take place in home office or common living space. Staff and students may not join video conferencing from a bedroom or restroom.
- i. Breakout rooms are permitted. The catechist must circulate between breakout rooms to moderate discussion.
- j. One-on-one video conferencing must be recorded and students must have an **adult guardian that can see and hear the conference** in order to attend.

Approved Video Conferencing Software:

- Zoom
- Google Meet
- If your parish would like to use an alternative video conferencing software, please consult with the Department of Catholic Education and Faith Formation.



ARCHDIOCESE OF
NEW ORLEANS

Catholic Education and Faith Formation

Video Conferencing Settings

- For parishes using Zoom, [click here to see instructions for recording sessions and for disabling private chat.](#)
- [Click here for Zoom security guidelines.](#)
- For parishes using Google Meet, [see this video](#) for instructions on enabling the recording function in the google admin panel.

Safe Environment Guidelines for Phone Calls and Text Messages

- Phone calls between students and teachers should take place on the parent/guardians' device or a landline. Parents should be present during phone calls.
- If a student reaches out to a teacher via text messaging, the teacher must respond in a group message that includes the parent or guardian.

*If you have questions regarding the above policy, please reach out to Barbara McAtee bmcatee@arch-no.org or Sr. Mary Ellen srmwheelahan@arch-no.org.