

# ST. JAMES SCHOOL OF RELIGION

## Virtual Platform Policies & Guidelines

Zoom is our parish's platform for virtual classes and will be the only platform utilized for live meetings/classes with students. All those using the zoom virtual platform, must adhere to the following policies:

### For Catechists:

- As suggested by the Diocese of Metuchen, to ensure children's privacy, Staff and Volunteers are **NOT** permitted to record Zoom classes.
- Staff and Volunteers **are** permitted to make a recording of themselves on their own technical device, for teaching purposes/student lessons. The recordings must also be sent to the Parish Catechetical Leader and will be stored in a virtual file for your protection and the protection of the children.
- Catechists should each create their own free account for Zoom.
- Catechists should schedule their Zoom classes ONLY during the class time specified and contact the student's parents with the Zoom invitation by posting the invitation in the Sadlier portal AND e-mailing the link to the RE Office to [dzmigrodski@stjamesonline.org](mailto:dzmigrodski@stjamesonline.org) If possible, you are encouraged to schedule reoccurring meetings, rather than continue to schedule one meeting at a time.
- Volunteers must use required Zoom registration with passwords, so that unwanted participants cannot attend a virtual class.
- The Parish Catechetical Leader must receive an invitation, user name, and password to every virtual class that is scheduled: [dzmigrodski@stjamesonline.org](mailto:dzmigrodski@stjamesonline.org)
- The Pastor and Parish Catechetical Leader will be made aware of all Zoom meeting times.
- Catechists or other volunteers **must not** contact or virtually meet with children privately; this includes Zoom private chat.
- Catechists or other volunteers may not organize zoom sessions outside of the normal class schedule.
- Catechists must set up a Zoom "meeting room", to monitor who comes into the class. This will prevent unwanted guests from entering, and also prevent unknown and potentially inappropriate conversations from taking place.
- Two adults who are in compliance with Diocesan requirements for PGC (Protecting God's Children), should be present for every class.
- The Parish Staff will 'pop' into every Zoom class, at any given time, just as they would 'pop' into your classroom in the school, or monitor your classroom outside the door. They will remain for a few minutes at a time. Please make the children aware these adults will be 'popping' in. They may be visible on camera. Given the limited class Zoom time, it is not necessary to acknowledge the presence of the staff, rather, please continue on with your lesson as if we were not there.
- Volunteers and students must meet in a public area of their home; no bedrooms or other private areas permitted. No virtual backgrounds permitted.
- Due to their age and increased spontaneity, students in Grades 1, 2 and 3 are required to have a parent present or in the immediate vicinity on every Zoom class.
- Volunteers and students must ensure that no other screen is open on their technical device during a Zoom meeting so as to prevent accidentally displaying inappropriate material to others.
- Volunteers and students must wear modest, classroom appropriate attire while meeting in Zoom, just as you would in person.
- Zoom classes vary in length. Volunteers and students must strictly adhere to the class start time and end time as scheduled. Please see the Student section (on the reverse side of these instructions) for more information on timeframes for each grade level.
- For the duration of class, Catechists should mute all participants (*simultaneously pressing "ALT" and "M" will mute everyone*), and have students raise their hands to speak. Once called upon, the student can unmute themselves. (The Zoom host/Catechist can also unmute them by again using the ALT and M combination.)
- It is recommended that the "Chat Function" be disabled for classes.
- If anything inappropriate is said, or happens, during a Zoom class, volunteers **must** report this happening immediately to the Parish Catechetical Leader, who will in turn report it to the Diocesan Director of Youth and Child Protection.

# ST. JAMES SCHOOL OF RELIGION

## Virtual Platform Policies & Guidelines for Students

Zoom is our parish's platform for virtual classes and will be the only platform utilized for live meeting/classes with students. All those using the zoom virtual platform, must adhere to the following policies:

### **For Students:**

- Students must meet in a public area of their home that has minimal distraction; **no** bedrooms or other private areas permitted.
- No virtual backgrounds permitted.
- Due to their age and increased spontaneity, students in Grades 1, 2 and 3 are required to have a parent present or in the immediate vicinity on every Zoom class. The parent may remain off screen, but is needed to help the student stay on task.
- Students must ensure that no other screen is open on their technical device during a Zoom meeting.
- Students must wear modest, classroom appropriate attire while meeting in Zoom, just as you would in class in person.
- Zoom classes vary in length (see below) and students “must be on screen” and strictly adhere to the class start time and end time.
- Zoom classes range in time based on Grade Level:
  - Grade 1: 25 minutes to start, may increase up to 35 minutes
  - Grade 2: 30 minutes to start, may increase up to 40 minutes
  - Grade 3: 30 minutes
  - Grade 4: 40 minutes
  - Grade 5: 40 minutes
  - Grade 6: 40minutes (If more time is need, everyone can log off and back on to finish the lesson.)
  - Grade 7: 40 minutes (If more time is need, everyone can log off and back on to finish the lesson.)
  - Grade 8: 40 minutes (If more time is need, everyone can log off and back on to finish the lesson.)
- **Students who are not present “on screen” for the full duration of the class, will be marked absent.**
  - If a student is having technical difficulties at any time during class, a parent must contact the St. James School of Religion immediately so that we can assist you and ensure your child is not marked absent: [mperez@stjamesonline.org](mailto:mperez@stjamesonline.org) or [CCD@stjamesonline.org](mailto:CCD@stjamesonline.org) or (732) 634-3026 X352
- Parents will receive an invitation for their student's Zoom classes directly from their Catechist via the Sadlier portal.
  - This invitation will include a password, which will prevent unwanted participants from entering the class.
  - The Parish Catechetical Leader, and the Pastor, will be advised of all Zoom meeting times, invitations, log in credentials and passwords for the account used for religious education classes (“CCD”)
  - Zoom classes will have a “meeting room”, which will enable the Catechist to allow students into the class, and keep any unwanted participants from entering the meeting (class) room.
  - Parish Staff will randomly ‘pop’ into classes, every time classes meet.
- Classroom rules apply to Zoom classes. Students should:
  - Set up your workspace, including the Zoom video, textbook, notes and any other materials, 5 minutes before class starts.
  - Stay focused and maintain respectful behavior. *(Refrain from using other devices, holding up objects unrelated to the lesson, or eating during class.) Please utilize the bathroom prior to the zoom session so as not to disrupt the lesson*
  - Grades 6, 7 and 8 need to have a Bible available.
  - Stay in your seat for the entire class.
  - Participate in class.
  - Raise your hand to speak, or click the raise hand button.
  - Unmute yourself only when your Catechist calls on you.
  - Never be alone in a Zoom class with an adult.
  - Never “private chat” someone during Zoom, including your Catechist. Zoom “private chat” is not permitted. If you have a private question for your Catechist use the Sadlier portal to ask your question which the other students cannot access.
  - It is recommended that the “chat function” be disabled.
  - Attendance will be called at the beginning and end of each Zoom session.