



DIOCESE OF SIOUX CITY
Office of Evangelization, Discipleship, and Family Life

Virtual Meeting Guidelines

Supervision of Minors in Virtual Meeting Environments

Parent/guardian Consent

Parent/guardian written consent is required prior to connecting with minor(s). Consent must also be obtained for the recording of all on-line meetings and or classes. Minors should be notified that the meeting will be recorded.

One-on-One meetings

One-on-One meetings should be conducted by a Safe Environment certified adult and an additional Safe Environment certified adult or parent/guardian should also be present during the meeting. Any exception regarding an additional Safe Environment certified adult must be approved by the administrator/leader and guardian.

Conducting Meetings/Classes with Minors

Safe Environment certified adults must always conduct meetings/classes with minors and a parent/guardian should have access to the meeting. Exceptions may be granted by certified administrators/leaders for guest speakers who are not Safe Environment certified.

Invitations to Church Personnel

Safe Environment certified administrators/leaders must be included in all meeting/class invitations.

The Meeting/Class Host

The meeting/class host must use a meeting solution that will provide a preview of all upcoming meetings and a history of all past meetings. The meeting solution should allow Safe Environment certified administrators to conduct live spot checking and review of past meetings.

For All Meetings

For all meetings with minors, the meeting host should require access by use of passwords and send a notice of the meeting by private invitation. This requirement may be modified, depending upon solution utilized, but there should not be any publicly available links or meeting numbers. Waiting rooms should be utilized when available.

Be Aware of Surroundings

All parties should be aware of their audience and surroundings while participating in virtual meetings/classes. Participants and hosts should be in appropriate spaces of their homes and avoid personal spaces (e.g. lying in bed) or inappropriate dress (e.g. pajamas).

Scheduling of Meetings/Classes

All meeting date/times should be pre-scheduled at least twenty-four hours in advance. Any exceptions must be approved in writing (i.e. by e-mail or other electronic communication tools) by a parent or guardian.

Recording and Retention of Meetings/Classes

The meeting/class host should record all meetings, both video and audio, for future review and retain the recording for at least one year. In addition, schools and other educational entities should, to the extent possible, follow the Family Educational Rights and Privacy Act (FERPA) guidelines. Access to recordings is to be limited to the meeting organizer and the administrator/leader or law enforcement. If accessed, documentation must be created and retained regarding the access with date/time, person(s) accessing and reason for the access. In the event there is an error that results in a meeting not being recorded, documentation such as an email, must be provided to the administrator/leader.

Providing a Device to a Minor

If a device is supplied to a student (via lease, loan, rent, etc.), it will need to be compliant with the Children's Internet Protection Act ("CIPA"). For example, if a School provides a student with a chrome book, the School must ensure that the Go Guardian program is installed on it so that the device can be secured and monitored.

Spot Checks of Live On-Line and Recorded Meetings/Classes

Safe Environment certified administrators/leaders should conduct periodic spot checks of live meetings/classes and/or recordings.

Best Practices for Online Education and Ministry

Tips on Scheduling a Meeting/Class

When scheduling a meeting/class, under "Advanced Options", choose to 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 publicly to ensure that anyone who should not be in the meeting/class is unable to get in.

Private Chats

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. This will ensure that private chats are not occurring between adults and teens.

Screen Sharing

Disable screen sharing for anyone other than the host.

Co-Host

Enable an adult core member to be a "co-host" to help moderate the event and conduct the meeting in the event the "host" gets disconnected.

Breakout Rooms

It is permissible to utilize "breakout" rooms with one Safe Environment certified adult leader in each small group discussion. The host can join in on the various discussions.

Host and all Participants

Use Grid-View and do not hide self-view while on calls with minors to ensure the recording shows everyone.

Scheduled Time of Meetings/Classes

The time of scheduled events should mimic regularly scheduled activities, preferably occurring between 8:00 am to 9:00 pm, at the host location. Exceptions may be granted by Administrators/Leaders for special events and/or international students.

Hosts and Participants Appearance

Dress and grooming habits of hosts and participants should be in accordance with current guidelines in place at the host institution.

Safe Environment Certified Adults

There should be two Safe Environment certified adults on every on-line meeting with minors, even small groups.

Remind All that the Meeting/Class is Being Recorded

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 Family Educational Rights and Privacy Act [FERPA](#) guidelines.

Signing into the Meeting/Class

The Host and Participants should use their given name (first and last) when signing into the on-line meeting/class.

Screenshots

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.

Meeting/Class Management

It is highly recommended that the host of any on-line meeting/class with minors create standards for effectively managing conversation and share these at the beginning of all sessions.

PARENT/GUARDIAN ACKNOWLEDGEMENT: I acknowledge that I have read, understand, and agree to the above guidelines for virtual meetings for the purpose of religious education. I also grant permission for these meetings to be recorded in keeping with the terms listed above.

Signature of Parent or Guardian

Printed Name of Parent or Guardian

DATE: _____