



Archdiocese of Cincinnati Child Protection Remote Learning Policy | July 1, 2020 (revised)

It is important to remember that Archdiocese of Cincinnati safe environment policies remain in effect.

- During the closure of the schools, or any remote learning structure that may be implemented, faculty and staff are still prohibited from having students come to the teachers' homes or meeting with students in private places.
- Communicating with students should be through the school's communication portal whenever possible.
- If it is necessary or more efficient to communicate with students in other manners, faculty and staff must adhere to following guidelines. Communicating with students via texts, Instagram, Snapchat, and other social media platforms should be treated as if it were a face-to-face communication/conversation. Never say something in digital communication that you would not say in a face-to-face conversation. If you need to text students, please adhere to these requirements:
 - Seek initial approval from the pastor or principal and a parent/guardian
 - Include another VIRTUS trained adult in the communication with students or youth
 - All messages must be directly related to the "business" in which you are engaged (e.g., academics, ministry, sports, etc.)
 - Make sure parents know how you plan to communicate
 - Send group texts
 - Copy parents on all messages (until or unless the parent(s) opt out)
 - Consider student's ages – never text young children
 - Consider using group messaging apps/tools that keep phone numbers private
- Policy C.8 must be followed. (Decree on Child Protection – July 2018 - C.8 Policy – Clerics, employees, and volunteers will use prudence when communicating with a child including, but not limited to, written communications, electronic communications, the Internet, online services, e-mails, instant messaging, online bulletin boards, social networking sites, social media, text messaging, pod casts, blogs, chat areas, and telephones, including cell phones. Appropriate and ethical communication boundaries in ministry must always be observed. Any form of communication that is intended to inappropriately manipulate a child or that incorporates any suggestive language, suggestive photos, sexual innuendos, inappropriate personal self-disclosures, etc., is forbidden. This includes visual, digital, or electronic communications in any format.
- When using Zoom, Google Classroom, or similar online learning platform, the link to each live classroom session must be shared with another school administrator, principal, assistant principal, teacher, school counselor, or intervention specialist to allow for another adult to view the live learning session. (Think of this as the ability to view the classroom through a door window or walking into a classroom).

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- Whenever possible another member of the school staff/faculty should attend live learning sessions.
 - Learning sessions should be created so that only those invited can attend, using passwords and/or registration for each session can help protect the integrity of the session. Make use of Zoom's waiting room to admit students to the learning session and lock the session after all those invited are admitted to the session.
 - No one enters the session until the instructor/moderator enters the session.
 - Everyone leaves the session once the instructor/moderator ends the session.
 - Chat(s) can only take place between the instructor/moderator and the students so that all those attending the session can view the chat dialogue.
 - **The private chat feature must be disabled.**
- Any one-to-one learning sessions, including special education instruction sessions need to take place through the school's communication portal, using Zoom, Google Classroom, or similar online learning platform. When using Zoom, Google Classroom, or similar online learning platform, the link to each live classroom session must be shared with another school administrator, principal, assistant principal, teacher, school counselor, or intervention specialist to allow for another adult to view the live learning session. Whenever possible another member of the school staff/faculty should attend live learning sessions.
 - Mandatory reporting rules are also still in effect. If you have reason to believe a student is being sexually, physically, or emotionally abused, you must report it to the Children's Services Agency in the county where the student lives. You must also report it to the Office of Schools and the Safe Environment Office.