

## Parish School of Religion Policy for Communication with Minors

We place great importance on effective, timely, and most importantly, safe and secure communication regarding programs and events conducted and supervised by the Parish School Religion (PSR). In order to ensure proper use of electronic communication in relation to our minors, the PSR department, using the Safe Environment policies of the Archdiocese as a foundation, has established the following protocol:

- PSR Staff Communication with Minors: Preschool through 5<sup>th</sup> Grade
  - PSR Staff will not request, nor use if provided, a child's personal cell phone or email address for private communication (personal conversations, email messages, texts).
  - PSR Staff will not solicit or accept any requests from the child to be included in social networking sites used by St. Peter Chanel other than the official, public networking sites that are administered by approved staff.
  - PSR Staff will not solicit or accept any requests from the child to be included in their private social networking sites.
  - Any communication from PSR staff relevant to PSR programs for children in preschool through 5<sup>th</sup> grade will be sent only to parent contact information.
  
- PSR Staff Communication with Minors: 6<sup>th</sup> through 8<sup>th</sup> Grade
  - PSR Staff will not request, nor use if provided, a child's personal cell phone or email address for private communication, unless it is a PSR sponsored field trip.
    - Parents will be given an option to join/allow their children to join our Remind.com list for field trips to communicate with you and/or your child in case of emergency or other important information regarding the event.
  - PSR Staff will not solicit or accept any requests from the child to be included in social networking sites used by St. Peter Chanel other than the official, public networking sites that are administered by approved staff.
  - PSR Staff will not solicit or accept any requests from the child to be included in their private social networking sites.
  - Any communication from PSR staff relevant to PSR programs for children in 6<sup>th</sup> through 8<sup>th</sup> grade will be sent only to parent contact information.
  
- PSR Staff Communication with Minors: 9<sup>th</sup> through 12<sup>th</sup> Grade
  - PSR staff will make available to parents of 9<sup>th</sup> through 12<sup>th</sup> graders a permission form to allow private and broadcast communications to be sent to child's personal cell phone and email, as well as allowing them to join any social networking sites that might be utilized in PSR for Religious Education purposes only.
  - When any communication is sent, private or broadcast, to the child, the PSR staff will be required to send the same information to the parent.
  - PSR staff will not solicit or accept any requests from the child to be included in their private social networking sites other than the official, public networking sites that are administered by approved staff.
  - This permission is to be renewed yearly and extends only to the PSR staff and programs and events directly attributed to PSR. It does not extend to PSR volunteers or other ministries who utilize 9<sup>th</sup> – 12<sup>th</sup> graders for service.