

Date:

Dear Families:

As you know, due to the COVID 19 pandemic we have opted to conduct faith formation in a distance learning format. We will be using Google Classroom. Google Classroom, along with its companion apps, is an online teaching platform that will allow us to facilitate classes, send and receive assignments and communicate with our students via the online classroom and live face-to-face video meetings with families or teens.

To access Google Classroom, each family is asked to create a shared family G-mail to be used by all children in the family only purpose being for your child(ren)'s faith formation program. Visit [mail.google.com](mailto:mail.google.com) and follow the prompts on the page. We ask that the parents supervise this account and log their children into the account in order for them to access their Google Classroom.

Because of our vigilance to Safe Environment policies and our ongoing efforts to keep our children safe in online environments, we want parents to have oversight with G-mail accounts created for faith formation. We also understand the difficulties in managing many email accounts, which is another reason to use only the one family gmail account for the purpose of accessing faith formation Google Classrooms.

Even though your child may already have a personal G-mail account, we ask that it not be used for the faith formation program's Google Classrooms per Safe Environment guidelines. If your child has a Google Classroom through his/her school, these also can not be used due to the parameters set by the school's administration for digital safety.

If you have any questions or concerns about any of these things, please do not hesitate to contact us.

I, the undersigned, acknowledge that the G-mail account created and the online faith formation sessions that will be attended come with responsibilities, rules and expectations for myself, my family and my church. I promise to adhere to the above policy and follow these guidelines at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Parent) \_\_\_\_\_ Date: \_\_\_\_\_

Your Google Classroom:

Classroom.google.com

Class Code: \_\_\_\_\_

NOTE: If Google Meet or Zoom is part of your GoogleClassroom, a "web-conferencing" permission will need to be provided also.

Web-conferencing is a separate diocesan policy form for the highschool programs with teens over 13 and will always have two non-related Safe Environment trained adults supervising the session. Web-conferencing for the younger faith formation sessions are only to be conducted as a family session in which parents are also participating. Please refer to the Diocesan Policy, Procedures and Permission for web-conferencing.

## GUIDELINES & ETIQUETTE

Google Classroom is still a classroom!

- Use appropriate language and be respectful.
- Avoid using negative language or inappropriate words.
- Respect all members of the class.
- All posts to our classroom should directly relate to the task or topic.

Students and catechists are not permitted to use email as a means of communication.

- Parents can contact the Faith Formation leader during office hours.
- Questions pertaining to lesson materials can be addressed within the comment section in Google Classroom, which is open for all to see.

Expectations while working within Google Classroom:

- Only visit approved internet websites provided by your teacher/catechists.
- Never give out your personal contact information (email, phone, etc).
- Never download anything without your teacher/catechists permission.
- Only print items that your catechist/teacher provide.
- All information shared online should be educationally purposeful and appropriate.

Google Meet or Zoom Expectations (Or other webconferencing tools used)

Please note that the social media permission form for webconferencing must be submitted to your parish leader. The Webconferencing Policy is separate from Google Classroom which requires a google account.

- Be a few minutes early to online meetings.
- Be in a quiet area free of distractions such as TVs, cellphones, siblings, etc.
- No virtual backgrounds can be used.
- Video cameras are to be on at all times, unless otherwise instructed.
- Keep your microphones muted.
- Raise your hand or wait your turn to speak.
- The virtual classroom is still a classroom, dress appropriately.
- Be attentive at all times.
- No private conversations through chat or otherwise.
- Video recording or screenshots are not permitted.