**ARCHDIOCESE OF BALTIMORE**

# DEPARTMENT OF EVANGELIZATION

320 Cathedral Street

Baltimore, Maryland 21201

**Acknowledgement of Virtual Instruction and Code of Conduct**

TO: Parents (Legal Guardians) Date:

FROM: [LEGAL NAME OF PARISH] (the “Parish”) Administrator: [Name of Administrator]

# Re: Faith Formation Program Permission Agreement

Your child has the opportunity to participate in a voluntary faith formation experience as follows:

CHILD (REN) NAME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE / DAY OF THE WEEK:

TIME:

Some part of the faith formation programs at the Parish will utilize web-based services such as Zoom, Microsoft Teams, Google Meets or other similar electronic platforms to conduct classes virtually. By enrolling a child in the parish program, the parent/guardian consents to the child(ren)’s participation in the programs, including the child(ren)’s use of and access to web-based services as described above. Parents of child(ren) who participate in web-based programs agree that their child(ren) will activate their camera and keep their camera activated throughout the program. Parents agree to ensure that their child(ren) will participate from an appropriate location that will enable the child(ren) to participate with limited disruptions and distractions.

Use of the web-based services is for delivering parish programs and is subject to conduct and behavior guidelines as would be expected during in-person programs. As in other areas, all participants, volunteers, and staff are expected to comply with the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore.*This includes but is not limited to proper dress, attendance, and conduct. Virtual parish programs may be visually and audio-recorded for later viewing by other participants enrolled in the program. While the recording will primarily capture the program leader(s), participant video and audio feeds will also be recorded. The recording will be deleted following the conclusion of the program.

By participating in this program, parents and their child(ren) agree to these terms, including that their child(ren)’s video and audio feeds may be recorded. If a parent does not wish to have their child(ren)’s video or audio feeds recorded, they must contact the Parish Administrator in writing to discuss their concerns and possible alternative program experiences.

I certify that I have read, understand, and voluntarily agree to allow my child(ren) to participate in this Parish virtual program. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedures provided by the Parish, may result in corrective action by the Parish including discontinuance of the program for my child(ren).

**I Certify that I AM THE PARENT OR LEGAL GUARDIAN OF THE ABOVE-NAMED CHILD, HAVE READ THE FOREGOING permission AGREEMENT AND SIGN IT VOLUNTARILY.**

Signature Parent/Legal Guardian: Date: \_\_\_\_\_\_\_