



DIOCESE OF CAMDEN

Social Media Policy

*(Promulgated 9/25/13)
(Revised 9/17/15)
(Revised 9/5/23, Updated 9/25/23)*

QUICK TIPS

PERMISSION

Do you have the proper consent form(s) signed, giving you permission to post photos of minors? Make sure parents/guardians have signed the consent form(s).

CATHOLIC FAITH

Keep content focused on education, information and expression of our Catholic faith.

KEEP INFORMATION PRIVATE

Do not give out detailed personal information about employees, volunteers, or students.

MONITOR

After you post content, keep watch. Monitor comments to ensure that replies and comments are appropriate, keeping things positive and everyone safe.



DIOCESE OF CAMDEN
Chancery

Memo

To: All Priests, Deacons, DREs, Principals, Diocesan Employees

From: Reverend Jason T. Rocks, S.T.L., J.C.L.

Chancellor

Re: Revised Social Media Policy

Date: September 5, 2023

This is a copy of the Revised Social Media Policy for the Diocese of Camden. It replaces the 2015 edition of the policy.

Given the integration of social media into daily life, ministry and work, it is critically important that you take responsibility for understanding the boundaries involved in its use.

Please be sure to review this current policy and replace the older policy.

Dionysius



Josephus

DEI ET APOSTOLICAE SEDIS GRATA
EPISCOPUS CAMDENSIS

Promulgation of Diocesan Social Media Policy

I, Dennis J. Sullivan, Eighth Bishop of the Diocese of Camden, hereby promulgate the revised edition of the Diocesan Social Media Policy which is to take effect on 1 October 2023.

Most Reverend Dennis J. Sullivan, D.D.
Bishop of Camden

Given in Camden this the 5th of September 2023.

In cujus fide...

Reverend Jason T. Rocks, S.T.L., J.C.L.
Chancellor

Contents

INTRODUCTION	5
POLICY COMPLIANCE	6
SPECIFIC POLICIES	7
Creation and Ownership of Accounts	7
Content	7
Supervision and Oversight	8
Response to Followers	9
Social Media Disclaimer	10
Use of Personal Accounts	11
Media inquires	11
UNACCEPTABLE USE OF SOCIAL MEDIA	12
ADULTS INTERACTING WITH YOUTH THROUGH DIGITAL MEDIA	13
General Principles Applicable to Communication with Minors	14
Websites	15
Social Networking Sites/Accounts	15
E-Mail, Text, Instant Messaging and Other Electronic Communication	15
Online Video and Chat Rooms	16
Digital Collaborative Learning Platforms	16
Reporting Harmful Communications	17
Acceptable Use Policy for Technology	18
Children’s Online Privacy Protection Act	18
PHOTO RELEASE AGREEMENT	19

INTRODUCTION

Media can help us to feel closer to one another, creating a sense of the unity of the human family, which can in turn inspire solidarity and serious efforts to ensure a more dignified life for all. Good communication helps us to grow closer, to know one another better, and ultimately, to grow in unity. The walls which divide us can be broken down only if we are prepared to listen and learn from one another. We need to resolve our differences through forms of dialogue, which help us grow in understanding and mutual respect. A culture of encounter demands that we be ready not only to give, but also to receive. Media can help us greatly in this, especially nowadays, when the networks of human communication have made unprecedented advances. The internet, in particular, offers immense possibilities for encounter and solidarity. This is something truly good, a gift from God.¹

On the occasion of the 48th World Communications Day, Pope Francis recognized the good that comes from the internet, how we can all be drawn closer together, growing in unity.

Efforts to engage in new and appropriate internal and external Church-related communications present challenges, limitations and opportunities. For this reason, the use of communications technology necessitated the development of policies that advance the Church's salvific mission while facilitating an awareness of boundaries, protecting the integrity of the information being delivered, and working to safeguard all those involved. This policy addresses the acceptable use of internet and social media by employees and volunteers to those ends.

This policy applies to all online and mobile-based communication tools (of every type, kind, nature and description) used for sharing content and discussing information, initiated or participated in by clergy, employees, coaches, catechists and volunteers, and any other individual who is employed by, contracted with, or authorized to act as a representative of a Diocese of Camden parish, school or affiliated organization. (Individuals are hereafter grouped together as staff/volunteers. Entities are hereafter grouped together as Diocese/Parish/School/Affiliate.) It includes all social networking vehicles and platforms owned or operated by the Diocese/Parish/School/Affiliate.

Social media is a constantly evolving arena of communication, and so this policy applies to all internet or intranet-based media platforms whether or not they are specifically mentioned.

The Diocese of Camden reserves the right to make changes to this policy at any time and within its sole discretion, and interpret and administer this policy in light of changing circumstances and events. A policy review, at minimum, takes place on an annual basis.

Failure to adhere to this policy may result in disciplinary action in the case of any employee – salaried or hourly – or person who receives a stipend, and a status review in the case of a volunteer. Such disciplinary action may include dismissal in the case of an employee and, in the case of a volunteer, removal from volunteer status.

¹ Pope Francis, *Communication at the Service of an Authentic Culture of Encounter*, June 1, 2014.

POLICY COMPLIANCE

This policy applies to clergy, employees, coaches, catechists and volunteers, and any other individual who is employed by or authorized to act as a representative of a Diocese of Camden parish, school or affiliated organization.

It must be understood that, at all times, activities on behalf of the Church in the Diocese of Camden on social media or through the use of digital communication must mirror God's love and the teachings of the Church. Online or offline, there must always be respect for human dignity.

Using social media or digital communication on behalf of the Church or in the Church's name should be seen as an educational and evangelizing tool to invite people into a deeper relationship with Jesus Christ through the promotion of school and ministerial programs.

It is important to remember that, although digital communication and social media are important tools, it is vital that this form of communication should not replace face-to-face interactions in ministry.

Any use of social media that violates this policy should be brought to the attention of the diocese. In areas where this policy does not provide a direct answer, contact one of the following diocesan offices:

- Communications (856) 583-6143
- Catholic Schools (856) 583-6103
- Child and Youth Protection (856) 583-6114
- Human Resources (856) 583-2868

SPECIFIC POLICIES

Creation and Ownership of Accounts

1. At the diocesan level, the Moderator of the Curia or his designee will approve any social media channel, evaluate its appropriateness in ministry and determine who will develop it, as well as designate who will oversee its use. This authority lies with the pastor for a parish or a parish school and with the president for other schools.
2. For the creation of new social media accounts or websites, Diocese/Parish/School/Affiliate staff/volunteers will inform the appropriate administrator of their plans BEFORE any new account is created.
3. A social media account for Church purposes will be independent of any individual's personal social networking account. The login information and account administrators list will be documented, updated, and kept secure by parish/school leadership.

Content

4. While engaged in social networking activities for the organization, staff/ volunteers must adhere to the highest ethical, pastoral and legal standards.
5. Social media posts made by the Diocese/Parish/School/Affiliate, and comments by followers or friends, must mirror God's love and truthfully represent the teachings of the Church.
6. When sharing social media posts made by other accounts, only social media content that is true, verifiable and from trusted sources, e.g., Vatican accounts, USCCB accounts, diocesan accounts, quality news outlets, etc., may be shared. Just because something is posted on the internet, does not make it true. There exist many articles, videos, and memes that seem high quality but are in fact inaccurate.
7. Content initiated by the Diocese/Parish/School/Affiliate - or any comment submitted in response - which includes misleading exaggeration, vulgar or inflammatory language, copyrighted materials, and derogatory remarks or characterizations is prohibited.
8. THE CONTENT OF ANY AND ALL COMMUNICATIONS IS SUBJECT TO REVIEW AND MONITORING. THERE IS TO BE NO EXPECTATION OF PRIVACY IN OR TO ANY SUCH COMMUNICATIONS (INCLUDING THOSE THAT ORIGINATE FROM PASSWORD-PROTECTED ACCOUNTS, INCLUDING EMAIL ACCOUNTS), OR FILES, OR ANY OTHER MATTER, STORED IN, CREATED ON, RECEIVED FROM OR SENT THROUGH ANY SYSTEM MAINTAINED, PROVIDED BY, FUNDED OR PAID FOR BY THE DIOCESE/PARISH/SCHOOL/AFFILIATE. THE RETRIEVAL AND REVIEW BY THE DIOCESE/PARISH/SCHOOL/AFFILIATE OF ALL ELECTRONIC COMMUNICATIONS SO STORED (WHETHER ON A HARD DRIVE OR OTHERWISE), CREATED, RECEIVED OR SENT, REGARDLESS OF WHETHER SUCH COMMUNICATIONS ARE IN THE COURSE OF BEING TRANSMITTED OR ARE IN STORAGE, IS AUTHORIZED.

9. Employees, contractors, students and volunteers must comply fully with copyright law when posting and uploading copyrighted materials. Only photos, videos or graphics for which either expressed permission to use has been obtained or, if they are considered news, attribution from where the content originated has been included: i.e., graphics taken from Google images may not be used unless they have been paid for or permission from the creator has been obtained; and, if a news story from a news outlet is used, information regarding who created it (either in text or as a link to the original) must be included.
10. Diocesan material is free to use on other websites and social media sites, including links to Catholic Star Herald articles and videos. Permission is required for use of Catholic Star Herald images.
11. No picture or image of any minor may be posted without the specific permission in writing of the minor's custodial parent or guardian.
12. All users of social media must safeguard the privacy interests of others. In particular, personal contact information may not be disclosed without the prior signed written consent of the person. In cases where a user has consented to publication of such information, appropriate privacy settings and levels must be considered.

Supervision and Oversight

13. Diocesan users and every Parish/School/Affiliate must appoint at least two (2) social media site administrators, to oversee usage and public comments, and to ensure access to the social media platforms at all times.
 - a. Administrators must be adults, over the age of 21.
 - b. Real names must be used. (An administrator of a site must NOT use a pseudonym.)
 - c. Administrators must monitor on a regular basis all content, comments, interactions and posts on social media for use consistent with this Social Media Policy for the Diocese of Camden.
14. The adult administrators of a social media site must always remain in control of the conversations and comments. Inappropriate material or content that details inappropriate behavior should be addressed and removed from the site.
15. When ministries use a dedicated private member group within a social media platform or app, the Diocese/Parish/School/Affiliate must pay close attention to the site's security and allow only those who are approved participants access to the site. Private groups may exist for ministry purposes, but must include two adult, VIRTUS© trained administrators to monitor content and communications.
16. All interactions on social media need to remain transparent. Transparency means anything that the administrators of a social media site post or communicate is visible to anyone who has access to that site.

17. Staff must utilize an official Diocese/Parish/School/Affiliate email address for ministry and business, not their own personal email address. When possible, volunteers must use an official Diocese/Parish/School/Affiliate email address for their ministry. If a personal email is used by a volunteer, an employee with a Diocese/Parish/School/Affiliate email address must be copied on the email.
18. **WARNING:** Once something is posted on a social media site or online, it becomes available to all and may be impossible to remove completely from the internet.

Response to Followers

19. Content standards for followers of Diocese/Parish/School/Affiliate social media sites apply to all comments submitted in response to posts on such media.
20. The administrator of a social media account, as a part of his or her responsibility, is tasked with monitoring conversations, postings, images and behavior of members of the group, may challenge, educate, intervene and/or delete as necessary. Employees and volunteers are to use discretion when establishing a connection with others.
21. Administrators should keep in mind that questions regarding Church teachings on social media can serve as an opportunity for evangelization and respectful dialogue. Nevertheless, if a social media follower or any other individual continues to leave inappropriate comments, it is advised that the school or parish block the user from the social media site.
22. **Comments or content posted on social media that is criminal or poses a potential safety concern must be reported to the diocese and law enforcement immediately.**

Social Media Disclaimer

23. The following disclaimer, or a link to it, must be available somewhere on the social media channel, ideally as prominent as possible:

“Thank you for being a member of our online community. As a community of faith, we strive to uphold the dignity of each and every individual.

This site permits readers to post comments, although we are not responsible for the content of those comments. Opinions and views expressed in those comments reflect the thoughts of the individuals who post them and do not necessarily reflect the views of this organization.

As a condition of posting comments, you agree not to post any inappropriate comments – including, but not limited to obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching, and they shall not include attachments that are obscene, pornographic, or offensive. We welcome your questions and comments; however, we will not respond on this site. Please direct questions and comments to us via email at <address>@camdendiocese.org.

We reserve the sole right, but are not obligated to, review, edit and/or remove any and all comments. We reserve the right to block any user who posts inappropriate comments.

Links to external websites should not be interpreted as an endorsement of those organizations or the opinions of those organizations. We are not responsible for the content of external websites.

Thank you for your contributions to our site and for your help in creating a courteous, safe and energetic place for discussion.”

Use of Personal Accounts

24. Staff/volunteers using social media, for organizational or for personal purposes, must be vigilant in representing themselves as representatives of the Church in all interactions that can be viewed publicly. Statements, which are contrary to Church doctrine/teachings or include attachments/elements that are obscene, pornographic, or offensive - even if made using his or her own personal account and for personal reasons - could compromise the ability of a person to continue as an employee or volunteer.
 - a. No one may attribute personal statements or opinions to the organization. No one may speak for the organization unless specifically authorized to do so.
 - b. Any employee or volunteer who expresses personal opinions in a context where he or she may be associated with the Church must post the following notice: *“The views expressed are mine alone and do not necessarily reflect the views of any other person or entity.”* Doing so does not exempt a person from the responsibility to present themselves as representatives of the Church in all interactions that can be viewed publicly, nor does it exonerate them from appropriate disciplinary action.
25. Any use of the name, logo, insignia or coat of arms of the Diocese/Parish/School/Affiliate must be specifically approved in writing by the Diocese/Parish/School/Affiliate prior to use. Any uses in existence at the time of adoption of this policy are not grandfathered and should be specifically authorized pursuant to this policy, and such may be revoked at any time.

Media inquires

Occasionally, media members may attempt contact through social media. All staff/volunteers of the Diocese/Parish/School/Affiliate shall refrain from speaking to the media on the behalf of the Diocese/Parish/School/Affiliate without first contacting and receiving approval from the Diocesan Communications Department. All media inquiries should be forwarded or directed to the diocesan communications director.

UNACCEPTABLE USE OF SOCIAL MEDIA

Examples of unacceptable use of social media include, but are not limited to, the following:

- a. Selling of goods or services for personal benefit.
- b. Defaming the character of any individual or institution.
- c. Divulging any personal information about children, vulnerable adults or any person that would jeopardize their safety or well-being in any way.
- d. Personal attacks of any kind.
- e. Transmitting material threatening to another person.
- f. Distribution of or to obtain inappropriate or illegal content.
- g. Any other use deemed inappropriate by site administrators.
- h. Creating or issuing personal communications that appear to be official communication of the Diocese/Parish/School/Affiliate.
- i. Attributing personal statements, opinions or beliefs to the Diocese/Parish/School/Affiliate.
- j. Making statements on behalf of the Diocese/Parish/School/Affiliate specifically when not authorized to do so.
- k. Transmitting or disseminating material that is defamatory, abusive, obscene, profane, sexually suggestive, pornographic, harassing, intimidating, threatening, racially offensive, illegal, fraudulent, or otherwise inappropriate.
- l. Using organizational sites or accounts for purposes unrelated to your organizational duties or in an unprofessional manner.
- m. Disclosing confidential information except as necessary for valid work purposes. Confidential information includes all information that is not generally available to the public, including but not limited to, financial information, and/or personnel files.
- n. Phishing or appearing as another person/entity to sully a reputation or for personal gain.
- o. Creating, transmitting or introducing computer viruses.
- p. Violating copyright laws, including the acquisition, use or distribution of pirated software.
- q. Deliberately trying to degrade or disrupt system performance.
- r. Political activity.
- s. Violating any local, state or federal rule or regulation.
- t. Initiating or responding to 1:1 contact between an adult and a minor.

ADULTS INTERACTING WITH YOUTH THROUGH DIGITAL MEDIA

In its 1999 document *Family Guide for Using Media*, the United States Conference of Catholic Bishops highlighted four Christian values that are applicable to how adults and youth interact via the Internet and other forms of electronic communication: (1) respect life; (2) respect human beings and the family; (3) apply Gospel values; and (4) use your intelligence. All use of the Internet or other electronic communication should be consistent with these values. It is also important for all adults working in schools, parishes and other settings to maintain appropriate boundaries both to protect youth and also to make sure that the adult's role is clearly established and understood. With these principles in mind, the following rules are established with respect to the use of the Internet and other forms of electronic communication in connection with activities for minors.

It is advised that, for the protection and accountability of all individuals, digital (social media) and electronic communication (email and text) always be transparent. At least two (2) adults should always be included on any electronic communications that involve minors. That may mean that a parent/guardian is included, as well as another parish and/or school employee. It is highly encouraged that parishes/schools utilize app-based group communication systems instead of standard SMS texting. This provides additional security and transparency.

The school and/or parish representative (principal, teacher, coach, DRE, youth minister, etc.) has the responsibility of respecting the wishes of the parent(s) and/or guardian(s) with regard to their child's level of participation in the use of digital communication such as email, text, social media sites or apps where there is communication with an adult on behalf of the ministry of a church or school. This includes the right of the parent(s) and/or guardian(s) to be aware of the content and modes of non-public communications between adults (teachers, catechists, coaches, etc.) and their child.

Digital or electronic communications between an adult and a minor must be accessible to all minors and parent(s) and/or guardian(s) who consist of a particular group. For example, if a coach chooses to communicate with her team and parents via a texting app, and one team member's parent has chosen to receive communication via text instead of the designated app, then the coach must make sure equivalent communication is sent to that team member and her parents so all members receive the same information and no one is excluded from the communications.

Remember that relationships between adults and minors are never that of a friendship or a peer relationship. Interaction on social media sites or through digital and electronic communication should be used strictly for the purpose of educational or ministerial communication.

General Principles Applicable to Communication with Minors

- a. For purposes of this policy, “minors” and “youth” include people who are under 18 years of age and those over 18 years of age who are still in high school.
- b. Parents or legal guardians of youth participants must be notified of all methods of communication that the school, parish, or any group within the school or parish uses to contact or provide information to the youth participants.
- c. To the greatest extent possible, parents or legal guardians must be given the opportunity to access any and all communications to the same degree as their children. With respect to communications sent directly to youth participants (such as email correspondence, text messages, or other communications), parents or legal guardians must be made aware that such communications may be sent so that they may monitor their children’s accounts. Where possible, parents or legal guardians should be copied on these communications.
- d. The pastor (in the case of a parish), the principal (in the case of a school) and the department head (in the case of diocesan activities) must be advised of any and all websites, social media, text messaging, instant messaging, and other forms of communication to be used. Staff/volunteers must comply with any and all supervision or monitoring procedures established by the pastor, principal, or department head.
- e. A minimum of two adults functioning with an official organizational capacity must have full access to all organizational sites/accounts.
- f. Staff/volunteers shall not direct private, one-to-one messages to youth. All communications directed to youth must be sent to a group of youth (e.g., a class or a team) and/or copied to a parent or legal guardian of each young person and/or another adult employee or volunteer.
- g. No names or other identifying information of a minor may be posted without the prior written consent of a custodial parent or legal guardian.
- h. No photographs, videos, or other images of minors may be posted without the prior written consent of a custodial parent or legal guardian of any minor depicted.
- i. No contact information may be posted for any minors or youth.
- j. Personal sites or accounts may not be used for organizational purposes.
- k. Staff/volunteers may not post information regarding youth or images of youth obtained as a result of organizational activities, on personal websites.

- l. Communications must be consistent with the doctrine and teachings of the Church, as interpreted and applied by the Bishop of Camden. Staff/volunteers using websites or social networking sites, for organizational or personal use, must be vigilant in representing themselves in all interactions that can be viewed publicly. Employees and volunteers may not advocate or promote anything that is contrary to Church doctrine/teachings or post statements that include attachments/elements that are obscene, pornographic, or offensive - even if made using his or her own personal account and for personal reasons.
- m. Unless specifically authorized to do so, no one may directly or indirectly represent their views or actions as those of the parish, school, or diocese, or the Catholic Church.

Websites

- n. Parishes, schools and other youth-serving entities, which establish an organizational website, should update its content regularly.
- o. Web content must consistently represent the doctrine and teaching of the Catholic Church as interpreted and applied by the Bishop of Camden.

Social Networking Sites/Accounts

- p. Social Networking Sites/Accounts may only be used to communicate such things as the organization's activities, notifications about upcoming events, information about church teaching and/or catechesis, scriptural passages, and newsworthy matters.
- q. If social networking sites/accounts are to be used, then they must be organizational sites/accounts. Staff/volunteers may not use personal sites/accounts for matters related to organizational activities or to communicate with youth involved in those activities. Personal sites may not be advertised to, nor accessible by, youth participants.
- r. Communications to youth through social networking sites must be directed to the group or to those involved in a particular group activity. Employees and volunteers may not communicate with youth privately, one-to-one.

E-Mail, Text, Instant Messaging and Other Electronic Communication

- s. Employees and volunteers must use organizational accounts for communications with youth. Organizational accounts shall be monitored by the parish, school, and/or Diocese, as applicable.
- t. Communications to youth through email, instant messaging, and other forms of electronic communication must be directed to the group or to those involved in a particular group activity. Employees and volunteers may not communicate with youth privately, one-to-one.

- u. Employees and volunteers may not communicate with youth using private forms or methods of communication. When it is necessary to communicate individually with a student or youth participant, the employee or volunteer must send a contemporaneous copy to the pastor, principal, or supervisor (or to another adult designated by the pastor, principal, or supervisor). If possible, a copy should also be sent to a custodial parent or legal guardian of the youth recipient.
- v. All communications must be professional and directly related to the activities of the organization.

Online Video and Chat Rooms

- w. Streaming video is to be used only for reasons consistent with and appropriate for the organization's mission and purpose.
- x. Any use of live streaming or chat rooms that leads to, supports, facilitates or encourages direct or one-on-one adult to youth relationships is prohibited.

Digital Collaborative Learning Platforms

- y. If personal accounts are required for student academic use of a digital collaborative learning platform, such accounts should be:
 - i. Created within a domain over which the school has complete administrative authority. No account may be created within a public domain (e.g., gmail.com; outlook.com; yahoo.com; apple.com; mac.com).
 - ii. Limited to communication only within the smallest closed system appropriate for the digital collaboration (e.g., student working group; class; school). The largest such system is the school. This means that no student may communicate directly with any person or entity outside of the school through a school-based account at any time.
 - iii. Configured to the strictest privacy settings allowable that still allow digital collaboration at the appropriate level.
 - iv. Limited to include only the student information that is necessary for students to be assigned the account and for teachers to administer assignments or assessments to the student using the account.
- z. The principal (or parish catechetical leader, for religious education programs) and at least one other paid staff member must have administrative access to all functionality of the digital collaborative learning platform. Such access must include access to teacher and student accounts and passwords. Administrative access assumes understanding of the privacy and safety features of the system and intent to use them to the fullest extent possible.
- aa. Adult communication with students through a digital collaborative learning platform may only include information, feedback, and language that is related to the student's progress on a specific assignment or assessment.

- bb. Teachers or catechists in a parish religious education program may receive assignments or assessments from individual students via the file sharing capabilities of a digital collaborative learning platform. In such circumstances, the principal or another designated administrator or teacher must always be included as a recipient of the shared file.
- cc. Teachers or catechists in a parish religious education program may provide feedback digitally to individual students on assignments or assessments via the editing and commenting features of the digital collaborative learning platform or through the features of the software used to create the digital file and then shared through a digital platform. In such circumstances:
 - i. For schools, the principal or another designated administrator or teacher at the school must always be included as a recipient or user of the shared file.
 - ii. For parish catechetical programs, the parish catechetical leader or a designated employee must always be included as a recipient or user of the shared file.
 - iii. All comments and edits must be educationally relevant as feedback for student learning.

Reporting Harmful Communications

- dd. Any employee or volunteer who becomes aware of communications or activities which may be illegal, abusive, harassing, intimidating, or bullying should report the matter to the pastor, principal, or a supervisor as soon as possible and preserve the communication(s) at issue to the extent possible. **If there is an immediate threat, imminent danger, or emergency, contact law enforcement immediately** and then notify the pastor, principal, or a supervisor as soon as possible thereafter.
- ee. Anyone who has reasonable cause to believe that a minor has been or is being abused, sexually abused, endangered, or neglected – by anyone – **must report such activity to law enforcement immediately** and is legally obligated, under New Jersey law, to report to the Division of Child Protection and Permanency (DCPP) immediately. The number is 877-652-2873. An employee or volunteer who is uncertain whether a report should be made is to seek direction from the Office of Child and Youth Protection. Any employee or volunteer who makes such a report should notify the pastor, principal or a supervisor as soon as possible after making the report.
- ff. In accordance with the policy in Response to Complaints of Sexual Abuse, and the 2002 Memorandum of Understanding, an employee or volunteer who becomes aware of sexual abuse – of a minor or an adult – by a priest, deacon, employee, independent contractor, volunteer, or any individual engaged in ministry, work, employment, or service of any kind in the Church, **is obligated to notify law enforcement immediately** and to report the situation to the Diocesan Response Officer, pursuant to the policy in Response to Complaints of Sexual Abuse, and to the diocesan liaison, pursuant to the 2002 Memorandum of Understanding. If the victim is a minor, a report must also be made to DCPP (see above).

Acceptable Use Policy for Technology

gg. These directives are in addition to, and do not replace, any applicable acceptable use policies for technology.

Children's Online Privacy Protection Act

The Children's Online Privacy Protection Act is federal legislation that oversees how websites interact with children under the age of 13. More information is available at www.ftc.gov/enforcement/rules/rulemaking-regulatory-reformproceedings/childrens-online-privacy-protection-rule.

PHOTO RELEASE AGREEMENT

I, _____, who reside at _____
_____, am the parent/legal
guardian of **(name of child)** _____, and (CHECK ONE)

☐ I hereby agree:

- (1) to allow photographs and videos of my child to be displayed or published in school, parish, and diocesan publications and websites, including but not limited to, press releases, bulletins, newspapers, newsletters, brochures, websites and social media pages;
- (2) to waive, release, and forever discharge any and all claims that I may have with respect to the use of the said photograph by The Diocese of Camden, New Jersey; Catholic Star Herald; Talking Catholic; and their respective agents, servants, employees, officers, trustees, administrators, and volunteers; and
- (3) to indemnify, hold harmless, protect and defend The Diocese of Camden, New Jersey; Catholic Star Herald; Talking Catholic and their respective agents, servants, employees, officers, trustees, administrators, and volunteers, from any and all claims, losses, liabilities, damages, suits, fines, penalties, costs and expenses, including reasonable attorneys' fees, brought or incurred by or on behalf of any person whomsoever or entity whatsoever, arising out of or in any way connected with the said use of the aforementioned photograph by any person or entity.

OR

☐ I do not agree to allow any interview or photograph of my child to be published in the Star Herald or any school or parish publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages.

IN WITNESS WHERETO I have signed this Agreement, effective from this _____ day of _____, 20____, through the ____ day of _____, 20____.

(Signature of Parent/Guardian)

(Print Name of Parent/Guardian)