

Policy: There must be separate bathrooms, changing rooms, and showers for males and females.

Policy: Minors may only use the facilities that conform to their biological sex.

Policy: Male and female participants may not sleep in connecting rooms.

Policy: No minor is permitted to sleep in a bedroom with an adult except in the case of a minor sleeping in the room of their own parent or guardian.

Policy: In dormitory-style facilities, minors and adults, and males and females, must have separate areas.

Policy: Adults and minors may not change or shower in the same place at the same time.

Policy: Adults are never to share rooms/spaces with youth that accommodate fewer than six people.

Policy: A minimum of two adult chaperones may share sleeping rooms with youth in group sleeping situations where there are beds/space for six or more people (e.g., dormitory, bunk rooms, cabins, gym floor, large room). Adult beds/sleeping space should be set apart from youth and preferably near an exit.

Policy: Minors who are staying in private rooms with no adults, which would be the case when rooms accommodate fewer than six people, should be periodically checked by two adult chaperones of the same sex. Typically, this is done immediately at curfew to ensure all youth are present and in their assigned rooms.

Policy: Male and female adults may not share a private bedroom unless they are joined in a valid marriage, are

adult siblings, or are a parent with an adult child.

Best Practice: Consider planning for awake-overnight supervision by a minimum of two safe environment compliant adults who are not directly responsible for the following morning's programming.

Policy: A lone adult may never enter a shower, changing room, or bathroom being used by a minor, except in the case of an emergency to ensure safety or health, or to preserve order, such as stopping an altercation.

Policy: An adult may never be in a state of undress in the presence of any minor.

Best Practice: Set designated times for "adult only" showers.

PARTICIPATING IN RETREAT OR OVERNIGHT PROGRAMS NOT SPONSORED BY THE PARISH OR ARCHDIOCESE

Policy: It is the responsibility of the parish and the youth ministry coordinator to confirm prior to participating:

- That the sponsors and team members of the event are safe environment compliant up to the standards of the Archdiocese of New York
- That housing arrangements comply with the standards of the Archdiocese of New York.
- That the content of the event is age-appropriate and not contrary to the teachings of the Catholic Church.

TECHNOLOGY AND MEDIA

In today's world, a significant portion of our communication occurs through electronic devices. Our young people, and increasingly their parents, reside in a world where they are much more likely to read a text than a letter and find out what is happening through social media rather than through the bulletin or newspaper. These forms of communication have brought the world into our back pockets. However, they also pose some serious safe environment and copyright concerns. This section addresses not only the policies of the archdiocese but also gives guiding principles for healthy, safe and legal engagement in technology and media.

ARCHDIOCESAN POLICIES ON ELECTRONIC COMMUNICATIONS, INTERNET AND COMPUTER USE

The following is an excerpt from the archdiocesan Safe Environment Policies manual. All content in this section is considered **policy**.

General Principles

In using the Internet, computers, and the various methods of electronic communication, adults who are working with minors in archdiocesan institutions and programs must maintain appropriate behavior and serve as examples of Christian conduct. They must also take care to avoid any situation or conduct that might be misinterpreted or that might be the source of scandal for themselves or others.

Definitions

The term *electronic communication* shall include, but not be limited to, telephone, cell phone, email, text messaging, instant messaging, comments posted on blogs or websites, chat rooms, social networking sites, online gaming, file transfers, Internet phone calls and Internet video or audio conferencing.

The term *indecent material* shall include, but not be limited to, sexually explicit or suggestive images or written material. The determination of whether material is

indecent shall be in the discretion of the responsible administrator of the archdiocesan institution or program, based on the moral doctrines of the Church and applicable local and federal laws.

The term *web page* shall include, but not be limited to, a website, a page on a social networking site, or a blog.

(FOR THIS SECTION ONLY) The term *minor* shall mean any person under the age of 18, who is not related to the adult, and with whom the adult is working or has previously worked in an archdiocesan institution or program.

Proper Relationships and Electronic Communications

Because of the easy, informal, and at times anonymous nature of many forms of electronic communication, the proper relationship between adults and minors can easily become confused. Adults must make sure their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior.

In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained:

- Excessive familiarity or a purely social relationship between adults and minors are not appropriate. Adults must recognize that there is a difference between being “friendly” and being “friends” with children. Minors are not peers of an adult who works with them in a church program or institution.
- It is always inappropriate for there to be a “special” relationship between an adult and a young person or to give the appearance that a minor is a “favorite” of an adult.
- Adults are never to take on a role of surrogate parent or confidant to a minor with whom they are working.

Electronic Communications in General

- a. Any adult who misuses any form of electronic communication or computer is subject to disciplinary action, including dismissal from employment or volunteer service.
- b. Adults shall not transmit or display any indecent material to minors by any means of electronic communication.
- c. There shall be no private direct electronic communication between an adult and a minor, except as provided below. The use of a private email account to communicate with a minor is never permitted. Text messaging a minor is never permitted, except as set forth in section (g) below.
- d. Adults are permitted to have email communications with a minor through an official email account of an archdiocesan institution, provided that: the account is subject to monitoring and oversight by a supervi-

sor, only matters relating to the official archdiocesan activity are communicated, and a proper professional relationship is maintained at all times.

- e. If electronic communication is necessary for the orderly operation of an activity sponsored by or connected with an archdiocesan institution or program (to notify participants of changes of schedule, weather cancellations, etc.), the adult moderator of that activity should contact a parent or guardian first, and subsequent communication should be from parent to parent or from minor to minor (e.g., a telephone tree). If that is not feasible, the policy in section (g) below should be followed.
- f. An archdiocesan institution, or an adult moderator of an archdiocesan program, may send group emails to minors with whom they are working in an archdiocesan institution or program (e.g., an email to all members of a club to notify them about scheduling matters or to remind them of events). Only matters relating to the activity are to be communicated, and parents or guardians are to be sent a copy of such emails, if possible. An official email account of the archdiocesan institution or program must be used for these communications, and never a personal account. In all such direct communication with minors, a proper professional relationship must be maintained at all times.
- g. If an adult is serving as a chaperone on a trip sponsored by or connected with an archdiocesan institution or program, the adult may have direct electronic communication with minors to the extent that it is necessary for safety or maintaining order (e.g., a telephone call or text message to a minor who has become separated from the group). Only matters relating to the activity are to be communicated, and such communications must be immediately terminated when the trip is concluded or such communications are no longer necessary. In all such communication with minors, a proper professional relationship must be maintained at all times.
- h. An archdiocesan institution or program may establish a system for sending emergency alerts to minors through text messages, emails, or voice mails (e.g., a warning about a significant, imminent threat to safety at a school). Only matters relating to the emergency are to be communicated, and parents or guardians are to be sent a copy of such alerts, if possible. This system shall only be used for emergencies, and not for routine communications.
- i. If a minor initiates a private electronic communication with an adult, the adult shall advise the minor that, under the policies of the archdiocese, private direct communications are not permitted between an adult and a minor, and then seek to establish contact with the minor’s parent or guardian instead, or with the minor

through an official email account of an archdiocesan institution, as set forth in section (d) above.

- j. If a minor initiates an electronic communication to report a violation of the archdiocesan Policy Relating to Sexual Misconduct or the Code of Conduct, or any civil law relating to child abuse or neglect, the adult must immediately comply with archdiocesan policies and applicable mandatory reporting laws regarding the reporting of incidents (see Section 10 of the Safe Environment Policies).
- k. Any questions about the application of these policies to particular circumstances should be directed to the responsible administrator of the archdiocesan institution or program or to the Safe Environment Office.

Internet and Computer Use

- a. Adults who use any computer that is owned by or used in an archdiocesan institution or program must consent to and abide by the proper usage policies of the institution.
- b. Adults may not view or download from the Internet any indecent material on any computer that is owned by or used in an archdiocesan institution or program. Adults may never give, transmit or display such material to minors by any means. Adults may never display or save such material in any way in which a minor may have access to it.
- c. No image of a minor who is involved in an archdiocesan institution or program may be posted on a web page associated with that institution or program (e.g., an official school website) without the written permission of the responsible administrator of the program and the minor's parent or guardian. Such images must be removed immediately if the minor's parent or guardian refuses or withdraws their consent.
- d. No personal information about minors involved in an archdiocesan institution or program may be posted on a web page associated with that institution or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).
- e. Adults may not maintain links on a personal web page to a minor's web page.
- f. No images of a minor may be posted on the personal web page or social networking page of an adult who is working or has worked with that minor in an archdiocesan institution or program.
- g. The policies set forth in Sections (e) and (f) shall not apply if the adult is related to the minor.
- h. Adults should not patrol the Internet, including social networking sites, for the minors with whom they work, monitor their behavior online or seek out a young person's personal sites for details of his or her life. This policy shall not apply if the adult is the

parent or guardian of the minor.

- i. Adults may never post to any web page or social networking site any statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful or threatening to any minor.
- j. Adults who maintain a personal web page or social networking page must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the archdiocesan institution or program in which the adult works.

Social Networking Sites

- a. Archdiocesan institutions and programs may maintain social networking sites only under the following circumstances:
 - Access to the site is strictly restricted to those adults and minors who are actively involved in the program.
 - Access to the site is subject to the invitation and approval of the program's adult moderator.
 - Private direct communications ("chat" or private messages) may not take place between adults and minors.
 - To the fullest extent possible, adults must use the social networking site's privacy settings to block private direct communications.
 - The adult moderator of the program oversees the content of the site and ensures that no inappropriate or indecent material is posted.
 - The adult moderator of the program ensures that no personal information or photographs of minors involved in the institution or program are posted without the written permission of the minor's parent or guardian.
- b. Adults may not use personal social networking sites to have private direct communication with a minor with whom they are working or have previously worked in an archdiocesan institution or program.
- c. Adults with personal social networking sites may not have in their groups or on their friend or buddy lists any minor with whom they are working or have previously worked in an archdiocesan institution or program.
- d. The policies set forth in Sections (b) and (c) shall not apply if the adult is related to the minor.

SOCIAL MEDIA DO'S AND DON'TS

Social media and social media sites change constantly. By the time you're reading this, the most-used app may be one that was unheard-of when this manual was being written. This is why our policies are critical: They can be used to evaluate whether or not a new app is appropriate to use.



Is It an Appropriate App?

Ask yourself the following questions:

- Will this app be used in compliance with the previous policies outlined?
- Is the popular image of this app contrary to the values and principles of the Catholic Church?
- Does this app encourage one-on-one communication in violation of archdiocesan policy?
- Does this app keep an easily accessible record of posts and communication? (For example, Snapchat clearly fails to satisfy this test.)
- Does this app allow the setting up of an organizational account on which multiple individuals can be administrators?
- Would I be comfortable if my pastor/grandmother/parent explored or used this app?

The Office of Youth Ministry site will keep an updated list of approved social communication applications. If you are unsure about an application, contact the Office of Youth Ministry.

Policy: Always inform your pastor of the applications and social media platforms used to communicate with and engage young people.

Is It Okay to Post This?

Ask yourself the following questions before posting:

- Does my post fall within the previous policies outlined?

- Does the post disclose any private/personal information?
- Does the post denigrate, humiliate, or dehumanize others?
- Does the post take a stand against/for an issue but not for/against a political party?
- Does it include pictures of young people that are appropriate and have the proper parental permissions?
- Does the post reflect positively upon my parish/school/archdiocese?
- Would Jesus like this post?

FILM, MUSIC, IMAGES AND COPYRIGHT LAW

Copyright law is probably one of the least understood legal areas relevant to youth ministry. Violations of copyright are both illegal and immoral in the sense that offenders are stealing from composers, artists, authors, photographers, and publishers who depend on the sale of their material to make a living. Following are some areas to be aware of concerning possible copyright violations.

Showing Movies/Shows

Showing the entirety of a movie outside of the home (even though you are not charging admission) is a violation of copyright unless properly licensed. The

“educational use” exception officially applies to government-sanctioned or otherwise formally accredited educational institutions and does not specifically indicate an exception for church religious education programs. A couple of sites for purchasing licenses are CVLI (us.cvli.com) and Swank (www.swank.com).

Likewise, it is illegal to copy any movie or show without the permission of the author or publisher. It is also illegal to record any television broadcast for public showing without permission.

Music

In using music, permission from the publisher is required to do any of the following:

- Copy lyrics from a song sheet, even on a one-time basis.
- Make slides of music and/or lyrics or project them onto a screen.
- Compile song books or make song sheets from original music.
- Make copies of recordings of church services, con-

certs or programs that include copyrighted music.

- Make and distribute a CD containing the songs used on a retreat or other program.
- Print lyrics even on a one-time basis.

A parish, school or institution already may have a copyright license for a great deal of liturgical music. Permission to use other copyrighted music or lyrics may be secured for a nominal fee by calling or writing the publisher.

Images

The fact that an image is on a web page or comes up in a search engine does not mean it isn't copyrighted. Most images on the Internet are covered by copyright law. Using images from the Internet requires permission from the copyright holder. The safest and most ethical way to acquire images for your use is to purchase them from the copyright holders or use a site that specializes in royalty-free stock photos.

Policy: Proper licenses for film, lyrics, music or images from copyright holders or representatives must be secured prior to use.