

*Back to School*  
**PARENT PACKET**  
**2022 - 2023**



 **LEHMAN CATHOLIC HIGH SCHOOL**

# Welcome back!

## REQUIRED FORMS

It is hard to believe, but it is almost time for school to start. **Welcome back!** In this packet, you will find the required policies and forms that will help you prepare for the year ahead. Please complete and submit the following forms to the front office by **Friday, Aug. 26.**

- Emergency Medical Authorization Form
- Release for Treatment Form
- Transportation and Parking Permit Form
- Student Income Form
- Communications Form
- Media Release Form
- Social Media Forms
- Responsible Use of Technology Form
- Student Technology Survey

If your student has a medical condition (such as allergies or asthma) or requires the administration of prescribed or non-prescribed medications, please pick up the additional medical forms in the front office.

Questions? Please call the front office at 937-498-1161.



# EMERGENCY MEDICAL AUTHORIZATION

Purpose: Enables parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents/guardians cannot be reached. This Emergency Medical Authorization must be on file for each student.

Student Name .....  
First Middle Last

Address .....  
Street City State Zip

Medical Insurance .....  
Company Policy No. Policy Holder's Name

Student Social Security No. \* Student Birth Date Policy Holder's Social Security No. \* Policy Holder's Birth Date

\*Social Security Numbers are optional. Please note - some hospitals will not treat without a social security number. If you feel more comfortable, please list the last four digits of your social security number.

Parent/Guardian Name ..... Relation to Student .....

Phone .....  
Home Mobile Work

Email Address .....

Parent/Guardian Name ..... Relation to Student .....

Phone .....  
Home Mobile Work

Email Address .....

## LIST A PERSON WHO MAY BE NOTIFIED AND TO WHOM YOUR CHILD MAY BE RELEASED IF LEHMAN CATHOLIC CAN NOT REACH YOU.

Name ..... Relation to Student .....

Phone .....  
Home Mobile Work

## FACTS CONCERNING THE CHILD'S MEDICAL HISTORY, INCLUDING ALLERGIES, MEDICATIONS, AND ANY PHYSICAL IMPAIRMENT TO WHICH A PHYSICIAN SHOULD BE ALERTED.

.....

Preferred Physician ..... Phone No. ....

Preferred Dentist ..... Phone No. ....

Preferred Hospital .....

**PART I - TO GRANT CONSENT**

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the above-named doctor or, in the event the designated preferred physician is not available, by another licensed physician or dentist, and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinion of two other licensed physicians or dentists concurring in the necessity for such surgery is obtained prior to the performance of such surgery. In the event of reasonable attempts to contact me at the above-listed phone numbers or to contact

Parent/Guardian Signature ..... Date .....

**PART II | REFUSAL TO AUTHORIZE CONSENT**

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action.

.....  
.....  
.....  
.....  
.....

Parent/Guardian Signature ..... Date .....



## RELEASE FOR TREATMENT

Student Name ..... Date of Birth .....

Street ..... City ..... State ..... Zip .....

I hereby give my permission to school personnel (Nurse, secretary, teacher, or another responsible person) for the above-named student to be given medications, treatments, and/or emergency first aid services. Lehman High School contracts with the Sidney-Shelby County Health Department for nursing services.

I understand that this information serves as:

- A basis for planning my child's care.
- A means of communication with the school personnel and the Sidney Shelby County Health Department who contribute to my child's care.

In addition, I hereby give my permission to Lehman High School and Sidney-Shelby County Health Department to release information pertaining to the above-named student to any appropriate school or agency to which such person may be referred, and I hereby release Lehman High School and Sidney-Shelby County Health Department from any liability for the same.

I also hereby give my permission to my physician, medical, dental, mental health, or social service agency to release any records concerning the above-named student to Lehman High School and Sidney-Shelby County Health Department when such records are requested by the Health Department, as long as such student is under their care.

I understand that the school nurse may need to communicate with me concerning the above-named student's medical health concern via email, text, or cell phone. I understand that the text or email will be deleted once the information/communication has been dealt with. I understand that the phone is password locked when not in use.

Finally, I understand that I have the right to revoke/withdraw this consent, in writing, at any time.

My revocation will be effective except to the extent that Lehman High School and Sidney-Shelby County Health Department had taken action in reliance on my consent for the use or disclosure of my child's health information. Provision of future treatment may be withdrawn if I withdraw my consent.

Parent/Guardian Signature ..... Date .....





# TRANSPORTATION AND PARKING PERMIT FORM

Student Name ..... Grade .....

Street ..... City ..... State ..... Zip .....

Parent / Guardian Name ..... Phone .....

Home Phone ..... Work Phone .....

## TRANSPORTATION INFORMATION

How is your student transported to and from school? .....

## PARKING PERMIT INFORMATION, IF APPLICABLE

Make ..... Year ..... Color ..... License Plate Number .....

Parental Permission: The parent/guardian gives permission for their student to drive to school and assumes all responsibility for their student from the time she/he leaves home until arrival on the school grounds. Also, from the time she/he leaves the school grounds until arrival home. The parent/guardian also agrees to cooperate with the school officials in enforcing the policies on student driving.

.....  
Parent/Guardian Signature ..... Date .....

## REGULATIONS FOR PARKING

- A. Parking for students is in the north parking lot only.
- B. Seniors have designated and reserved parking. There is no reserved parking for other students. Students are not permitted to park along the school building or the front, back, or south lots. These are reserved for staff and visitors.
- C. All students driving to school must register or lose driving privileges.
- D. Failure to follow driving/parking rules found here or in the student handbook will result in a loss of driving privileges.
- E. Students will be assigned a hangtag to display from the rear-view mirror in their vehicle.

The student agrees to abide by the school driving policies set forth by Lehman High School.

.....  
Student Signature ..... Date .....







## STUDENT INCOME FORM

All of our school families are asked to review and complete the student income form. This information is very important to ensure our continued participation in the Federal programs. These programs provide a variety of materials and services for the children, teachers, and our school. It is one of the few benefits our children receive from your tax dollars and we do not want to lose it. **After reading the information, please complete the form and return it to the front office by Friday, August 26. Please complete one form per family.**

Thank you for your assistance and cooperation. Questions? Please contact Principal Veronica Gaier at [v.gaier@lehmancatholic.com](mailto:v.gaier@lehmancatholic.com) or by calling 937.498.1161.

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### Why should you complete the student income form if your child does not eat school meals?

In order to receive money for e-rate, technology, and connectivity this form must be completed by each family. The income levels do affect other federal programs from which our school benefits.

For eligible elementary schools, the amount of federal funds your school building receives is dependent on the return of this completed form. These funds, known as Title I, pay for additional educational services for students who are failing or at risk of failing to meet the same high standards as everyone else in the school. Our district provides additional tutoring in reading and mathematics. Title I requires that funds be given to schools based on the number of children from low-income families.

While the amount of money each school receives depends on the number of children from low-income families, the tutoring services are based on the academic need of the students regardless of income level.

### What happens if you fill out this form?

- Your name will not be given out to anyone except your district.
- Your school building may be able to get more money.
- That money may be used:
  - to hire teachers
  - to buy materials
  - for technology
  - for connectivity

## United States Department of Agriculture (USDA)

### INCOME ELIGIBILITY GUIDELINES

*effective July 1, 2022, through June 30, 2023*

Households with total incomes less than or equal to the values below are eligible for free or reduced-price meals. **Directions:** Please circle the number in the chart below that corresponds to your household size and pay frequency.

INCOME ELIGIBILITY GUIDELINES											
Effective from July 1, 2022 to June 30, 2023											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
<b>48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES</b>											
1 .....	13,590	25,142	2,096	1,048	967	484	17,667	1,473	737	680	340
2 .....	18,310	33,874	2,823	1,412	1,303	652	23,803	1,984	992	916	458
3 .....	23,030	42,606	3,551	1,776	1,639	820	29,939	2,495	1,248	1,152	576
4 .....	27,750	51,338	4,279	2,140	1,975	988	36,075	3,007	1,504	1,388	694
5 .....	32,470	60,070	5,006	2,503	2,311	1,156	42,211	3,518	1,759	1,624	812
6 .....	37,190	68,802	5,734	2,867	2,647	1,324	48,347	4,029	2,015	1,860	930
7 .....	41,910	77,534	6,462	3,231	2,983	1,492	54,483	4,541	2,271	2,096	1,048
8 .....	46,630	86,266	7,189	3,595	3,318	1,659	60,619	5,052	2,526	2,332	1,166
<b>For each add'l family member, add</b>	4,720	8,732	728	364	336	168	6,136	512	256	236	118

### INCOME

Weekly Income x 52 = Annual income

Every 2 Weeks Income (every other week, bi-weekly) x 26 = Annual income

Twice a Month Income (bi-weekly) x 24 = Annual income

**Calculating Household Income:** In order to determine if the school your child attends will receive Title I funds, you will have to calculate the total amount of income in your household. Include all income for all household members (include yourself, all children in the home, your spouse, grandparents, and all other related and unrelated members in your household). See the list below of the types of income to report.

#### Earnings from Work

- Wages/Salaries/tips
- Strike benefits
- Unemployment compensation
- Worker's compensation
- Net income from self-owned business or farm

#### Pensions/Retirement/Social Security

- Pensions
- Supplemental security income
- Social Security
- Retirement income

#### Public Assistance/Child Support/Alimony

- Public assistance (welfare) payments
- Alimony/child support payments

#### Other Income

- Disability benefits
- Cash is withdrawn from savings
- Interest dividends
- Income from estates/trusts/investments
- Regular contributions from a person not living in the household
- Net royalties/annuities/net rental income
- Any other income

Dear Parent/Guardian:

In accordance with the guidelines, does your household qualify for the FREE LUNCH, REDUCED LUNCH, or NEITHER? Please check one and complete the form.

- Free Lunch
- Reduced Lunch
- Does not qualify for Free or Reduced Lunches

Family Name .....

Street ..... City ..... State ..... Zip .....

By signing below, I verify the information I have provided on this form.

Parent/Guardian Signature ..... Date .....

Name of Child	Grade	Public School District of Residence	Assigned Public School of Attendance

**Please document both the district of residence as well as the assigned public school of attendance for your child(ren).**



# COMMUNICATIONS

Student Name ..... Grade .....

## The Education Connection

Lehman uses a system called The Education Connection (TEC) for rapid telephone notifications to families regarding school delays, closures, and other important information. To ensure your family receives these critical notifications, please provide the contact information below.

Name	Relation to Student	Phone Number	Home/Cell
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## Cavalier Parent Newsletter

The weekly Cavalier Parent Newsletter is the primary source of information about what is happening at Lehman. Please provide the email addresses you would like this newsletter to be delivered to.

Name	Email Address
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....



## MEDIA RELEASE FORM

Dear Parent / Guardian,

During the school year, Lehman High School Students attend programs, field trips, activities, and events that support their education, foster community service or encourage positive behavior, and/or help market the school. To better promote our school and Initiatives we may invite the local media to our campus to report on these experiences. We also may use photographs, video clips, quotes, etc., on the school web page or other marketing materials.

We value your child's participation and ask for your permission to include him/her. By signing below, you agree that you have been notified of the possibility of media coverage. This could be in the form of audio, video, news articles, or photography. The materials will not be used for commercial gain nor will compensation be granted.

- I give permission to include my child/children in photography/quotes/stories used by the newspaper.
- I give permission to include my child/children in photographs/videos posted on the school's website.
- I give permission to include my child/children in photographs/videos posted on the school's social media accounts and Apps (Catholic Ed).
- I give permission to include my child/children in photographs/videos used for the promotion or marketing of Lehman Catholic High School.
- I give permission to include my child/children in photographs/videos in the yearbook.
- I give permission to include my child/children in sports photographs.
- I give permission to include my child/children/family in Lehman Catholic High School Student Directory.

Family Name .....

Name of Children .....

.....  
Parent/Guardian Signature Date

**This form will stay in effect and on file for the 2022-23 school year.  
You may change the information at any time by contacting the office. Thank you.**







## Social Media Policy

### I. PURPOSE

The Archdiocese of Cincinnati and its Affiliates with accountability to the Archbishop of Cincinnati (including all parishes, schools, agencies, and institutions) recognize that in today's environment, ministry personnel use social media and other networking technologies to conduct ministry. The Archdiocese encourages administrators, pastors and principals to support the use of social media by ministry personnel as needed to accomplish ministry in today's world. The Archdiocese also recognizes its obligation to teach and ensure responsible and safe use of these technologies. The following policies are designed to help ensure use of these technologies that are safe, responsible and reflective of the philosophy and teaching of the Roman Catholic Church. This policy addresses the use of publicly available social media networks. In addition, employees and volunteers must avoid posting any information or engaging in communications that violate state, federal or Archdiocesan laws and policies.

Every year commencing with the effective date of this document, the Archdiocese of Cincinnati will evaluate the document and its implementation and offer to the Archbishop recommendations for improving this document and its implementation.

### DEFINITIONS

- **Adult:** An individual who is eighteen years of age or older (see exceptions under definition of "child").
- **Affiliate:** Any entity that is subject to the administrative authority of the Archbishop of Cincinnati under canon law.
- **Archdiocesan/School Personnel:** Any volunteer, employee, religious, or cleric of the Archdiocese, including school and parish personnel, and those whose work may not be considered as ministry.
- **Ministry Personnel:** Any volunteer, employee, religious, or cleric who conducts ministry within the Archdiocese.
- **Archdiocese of Cincinnati:** The Roman Catholic Archdiocese of Cincinnati, including all parishes, schools, agencies, and institutions with accountability to the Archbishop of Cincinnati.
- **Child:** An individual who has *not* yet reached the age of 18, or who is 18 or 19 years of age and enrolled in high school, or a person of any age who is substantially impaired by a physical, mental, or cognitive disability.
- **Ministry website account/application:** An internet website account/application, blog or social media profile created by employees, clerics, and volunteers for the purpose of





- conducting diocesan/affiliate business. (Examples include, but are not limited to: School/Parish website, Facebook Group, Slack Channel, Intranet, Classroom Blackboard).
- **Private Ministry website account:** A ministry website account that can only be viewed by members specifically accepted by the website account administrator/moderators.
- **Public Ministry website account:** A ministry website account that is accessible to the public without any direct permission from website account administrator/moderators.
- **Personal website accounts/applications:** An internet website account/application, blog, or social media profile created by employees, clerics, and volunteers primarily to share personal communication with friends and associates.
- **Website account administrator/moderator:** One of at least two adults with full administrative access to a ministry website account/application.

## II. MINISTRY WEBSITES

### 1. Establishing a Social Media Presence

#### a. Approval: Policy—

Approval must be obtained from the corresponding department head, pastor or principal before creating a ministry website account. Archdiocesan/School Personnel may not establish a website account which implies official representation of any Archdiocesan entity without such permission.

#### b. Use of Logos: Policy—

Once granted, the new ministry website account must contain the official Archdiocesan logo or that of its related entity (e.g., parish or school). No website account may include the official Archdiocesan logo or that of a related entity (e.g., parish or school) in a way that implies official ownership/sponsorship, without being an approved ministry website account.

#### c. Website Account Administrator/Moderators: Policy—

At least two adults who are also ministry personnel should have full administrative access to ministry website accounts, known as website account administrator/moderators. Website account administrator/moderators must be approved to work with children in accordance with Archdiocesan policy.

#### d. Terms of Use: Policy—

Website account administrator/moderators and ministry personnel should be familiar with the terms of use, age restrictions, privacy settings and controls of any site being used for ministry purposes.

### 2. Separation of Personal and Ministry Websites

#### a. Personal and Ministry Profiles: Policy—

Whenever possible, ministry personnel should separate their personal social media profiles from any profiles they use for ministry. (In Facebook, for example, you can use pages or groups for professional use, which are connected to, but separate from your personal profile).





- b. **Communicating on Ministry Websites: Policy—**  
Ministry personnel should not use an official Archdiocesan or affiliate email address or profile to communicate on public or ministry website accounts unless they are approved to officially speak in the position they represent.
- c. **Work-related Email Addresses: Recommendation—**  
If website account administrator/moderators are employees of the Archdiocese, they should be registered to these website accounts primarily through their work-related email addresses.

### 3. Content on Ministry Websites

- a. **Content Reflecting Church Teaching: Policy—**  
Content on ministry website accounts should consistently represent the views and teachings of the Catholic Church. Any postings that would reflect poorly upon the Church or ministry personnel and/or could cause scandal should be avoided. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.
- b. **Posting Photos: Policy—**  
Written consent must be obtained prior to posting personally identifying photos, videos or other information on a ministry website account. If the subject is a child, permission must be obtained from the parent or legal guardian. Such permission is included in the standard permission/release form used in activities with children. An example form for use with adults is contained in **Appendix A**. See also: Specific Guidelines with Children.
- c. **Confidential and Proprietary Information: Policy—**  
Employees, clerics and volunteers are prohibited from disclosing via the internet information that is understood to be held in confidence by the Archdiocese of Cincinnati or its Affiliates. Employees, clerics and volunteers are prohibited from disclosing via the internet any information that is proprietary to the Archdiocese of Cincinnati or its Affiliates, except by explicit permission of the appropriate authority.
- d. **Crisis and Emergency Situations: Policy—**  
Ministry personnel should treat any crisis or emergency situation (e.g., signs of suicidal thoughts or other intent to harm oneself or others, chemical abuse, criminal behavior, etc.) as they would with any other mode of communication. There is a duty to report such communications and website account administrators/moderators should be advised of this responsibility for both adults and minors.
- e. **Rules of Conduct Posting: Recommendation—**  
On any ministry website account that accepts comments from users, the following rules of conduct should be posted in a place deemed reasonably visible for the kind of technology being used: "All posts and comments should be marked by Christian charity and respect for truth. They should presume the good will of other posters. No Ads please. Inappropriate comments may be deleted."





### III. SPECIFIC GUIDELINES WITH CHILDREN

#### 1. Transparency

##### a. **Two Website Account Administrators/Moderators: Policy—**

It is important that technology be used in a responsible and ethical way and that Archdiocesan/school Personnel, volunteers and parents be transparent in all forms of communication, particularly when ministering to children. Two adults, approved to work with children according to the policies of the Archdiocese, must have full administrative access to any ministry website accounts.

##### **Group Texting: Policy—**

Similarly, when using group messaging services, group texting services or similar programs with children, at least one other adult approved to work with children should be included in messages.

##### b. **Individual Texting: Policy—**

Archdiocesan/school personnel should limit texting/messaging to informational purposes related to ministry. When responding to an individual text/message from a child that is personal or conversational, Archdiocesan/school personnel must use prudence in steering that conversation away from continued electronic communication and towards any necessary in-person follow-up. (All policies of the *Decree on Child Protection* involving contact with children apply.)

##### c. **Saving/Archiving of texts/messages**

Archdiocesan/school personnel must use prudence in determining how long texts, emails or other electronic communication should be saved. Texting that is purely informational (i.e., "The meeting starts at 7PM") may have no need of being saved or archived. Texting that responds to a personal request (i.e., "Let's meet during office hours at 3:30 to discuss that") should remain accessible until prudence dictates that the issue has been resolved and the time for any likely questions about the appropriateness of the communication has passed.

##### d. **Secretive Technology: Policy—**

In order to maintain transparency, any type of technology whose design is inherently to be secretive (applications whose messages that are sent or received are automatically deleted after a short period of time) or deceptive (applications designed to appear to be something other than they are) are not to be used.

#### 2. Parental Consent

##### a. **Communicating through Social Networking: Policy—**

General written permission to communicate with children through social networking methods should be given by parents. This written permission is included in the standard permission release form, in the same place where

one finds permission to utilize photographs. Since utilizing social media is part of the standard permission form, parents should also be made aware





that they can opt out of allowing their children to be contacted through social media through the use of a separate form, included in **Appendix A**. If desired, parents also have the right to be copied in all communication coming to their children (e.g., by being added to any texting list or social media group).

**b. Informing Parents: Policy—**

Because of the policy above, ministry leaders must make reasonable efforts to inform parents more specifically of the typical ways their children will be communicated with as a standard part of youth ministry, including through social networking. One simple way to accomplish this is through a standard handbook or information sheet given to all parents at the beginning of each school year, or as any new student begins participating in a ministry program.

**c. Posting Images: Policy**

Ministry personnel may not post identifiable images of children on any social media network without written parental consent, except for images taken in the public arena, such as at sporting events or fine arts public performances. This written permission is already included as part of the standard permission/release form for any event. If the image being used is not connected to an event for which there is already a signed permission/release form in place, the permission form in **Appendix B** can be used.

**d. Images and Personal Information: Policy—**

Even with permission to utilize an identifiable image of a child, on public ministry website accounts, youth should not be identified by anything more than a first name. Youth also should not be tagged on public ministry website accounts.

**e. Tagging: Recommendation—**

On public ministry website accounts that include children, the “no tagging” (or other similar option that avoids direct connection with a child’s personal social networking page) should be set whenever possible.

**3. Appropriate Relationships**

**a. Online Behavior of Youth: Policy—**

Ministry personnel have responsibility for maintaining appropriate adult to children relationships at all times. Ministry personnel should continue to take responsibility for addressing inappropriate behavior or activity on social media, in the same way they would be expected to do with in-person interaction.

**b. Initial Online Contact: Policy—**

Ministry personnel and website account administrators/moderators should not initiate first contact with a potential follower online. Online “friend”, “follower” or

other similar requests for inclusion with social media networks should be made by the child and then approved by the website administrator/moderator.

**c. Other Documents: Policy—**



Ministry personnel who interact with children should be aware of and comply with all aspects of the *Children's Online Privacy Protection Act* and the *Decree on Child Protection* for the Archdiocese of Cincinnati. The Archdiocese of Cincinnati and its Affiliates will review alleged violations of the *Children's Online Privacy Protection Act*, or the *Decree on Child Protection* of the Archdiocese of Cincinnati, on a case-by-case basis. In the event that a provision of this Social Media Policy cannot be reconciled with the *Decree on Child Protection* of the Archdiocese of Cincinnati, the provisions of the *Decree on Child Protection* of the Archdiocese of Cincinnati will be in force.

#### IV. PERSONAL USE OF SOCIAL NETWORKING SITES

##### 1. Online Behavior

###### a. Online Behavior of Adults: Policy—

Because social media is a public medium, ministry personnel using social media should be aware that they represent the Catholic Church on both ministry and personal websites/applications. Ministry personnel should not engage in online activity that would cause scandal or express a disregard for trying to faithfully live as a disciple of Christ. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.

###### b. Online Behavior with Youth: Policy—

The line between professional and personal relationships is blurred within a social media context. When ministry personnel choose to utilize social media outside those approved by the Archdiocese of Cincinnati to engage with youth who are associated with them primarily through a ministry context, they are to maintain their professionalism as ministry personnel.

Ministry personnel have the responsibility for addressing inappropriate behavior or activity online as they would be expected to with in-person interaction, including requirements for mandated reporting.

##### 2. Discipline: Policy—

Be mindful that any information posted on your personal social networking site could potentially be grounds for discipline or even termination of employment.

##### 3. Miscellaneous

###### a. Disclaimers: Recommendation—

If ministry personnel identify themselves (i.e., in the biography section or profile information) as an employee or volunteer for the Archdiocese of Cincinnati on a





personal website account/application, the site should include the following disclaimer: “The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Cincinnati.”

This disclaimer should be reasonably visible in accordance with the type of media platform it is. For example, on a Facebook profile, this statement can be posted in the “About” section.

**b. Copyright: Policy—**

Ministry personnel using social media, personally or professionally, must abide by all copyright and intellectual property rights laws. Ministry personnel are prohibited from disclosing information that is understood to be held in confidence by or proprietary to the Archdiocese of Cincinnati or its Affiliates, except by explicit permission of the appropriate authority.

**V. CONCLUSION**

Pope Francis, in his message for the 48<sup>th</sup> World Communications Day said, “Let us boldly become citizens of the digital world. The Church needs to be concerned for, and present in, the world of communication, in order to dialogue with people today and to help them encounter Christ.” The policies and recommendations above are written to help us utilize the power of electronic media to evangelize in today’s world, in ways that are safe, responsible, and reflective of Catholic values. Let us continue then to “Go therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you” (Matt. 28:19-20).





## APPENDIX A

### REVOCATION OF USE OF SOCIAL MEDIA WITH CHILDREN

1. I, the lawful parent or guardian of \_\_\_\_\_(the child), hereby revoke any authorization granted to the Archbishop of Cincinnati (“the Archbishop”), both individually and as trustee for the Archdiocese of Cincinnati and all parishes and schools within the Archdiocese (the “Archdiocese”), and their officers, agents, representatives, volunteers, and employees, to directly communicate with my child using social media technology.
2. I also agree to instruct my child not to participate in any social media interaction with the Archdiocese or its agents. If, however, my child actively seeks out participation in social media networks, I will hold the Archdiocese and its agents harmless if their communication with my child was acceptable and appropriate for a reasonable period of time before noticing that this was a child not authorized to participate.
3. This revocation will remain valid for one year from the date given below, and remains in effect without regard to any other event permission/release forms I have signed that include authorization to use social media technology.

---

I have read and understand the above:

I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (mobile) \_\_\_\_\_ (home) \_\_\_\_\_







**APPENDIX B**

**ADULT PHOTO AND VIDEO RELEASE FORM**

I grant to the Archbishop of Cincinnati (“the Archbishop”), both individually and as trustee for the Archdiocese of Cincinnati and all parishes and schools within the Archdiocese (the “Archdiocese”), and their officers, agents, representatives, volunteers, and employees, the right to use my portrait or photograph or video image for promotional purposes, social media, website and office functions. This release will remain valid until revoked in writing.

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I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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**For minor children:**

I grant to the Archbishop of Cincinnati (“the Archbishop”), both individually and as trustee for the Archdiocese of Cincinnati and all parishes and schools within the Archdiocese (the “Archdiocese”), and their officers, agents, representatives, volunteers, and employees, the right to use the portrait or photograph or video image of my child(ren) for promotional purposes, social media, website and office functions. This release will remain valid until revoked in writing.

Name(s) of child(ren):

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

I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_





## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

### **Catholic School Office Archdiocese of Cincinnati**

#### **INTRODUCTION**

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

*Aetatis Novae, #2, #3; Rose, 1992*

#### **GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

#### **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

### **Catholic School Office Archdiocese of Cincinnati**

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

### **Catholic School Office Archdiocese of Cincinnati**

#### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

#### **CONSENT FOR ONLINE/REMOTE LEARNING**

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.

**RESPONSIBLE USE OF TECHNOLOGY POLICY**

**Catholic School Office  
Archdiocese of Cincinnati**

**USER AGREEMENT / PARENT PERMISSION FORM**

**Both Signatures Required**

- I have read the terms and conditions of the **Responsible Use of Technology Policy**
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parent / Guardian Permission Form**

I have read the terms and conditions of the **Responsible Use of Technology Policy**. I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

My student's name, grade, homeroom and signature appear above.

## STUDENT TECHNOLOGY SURVEY

The Federal government is assisting schools with funding to purchase technology to ensure all students have access to a connected device, such as a laptop, Chromebook, or tablet, sufficient for remote learning. Please answer the following questions to provide Lehman with the necessary information to apply for this funding.

Student Name ..... Grade .....

### Unmet Student Technology Need

1. Does the student currently have a connected device (e.g. laptop, Chromebook, or tablet) that meets all of the following criteria. Note that a smartphone is not considered sufficient for this question.
  - a. Device is WiFi capable, has a video camera and microphone, and is capable of streaming video.
  - b. Device is not shared with another family member (e.g. able to be brought to school or used for remote learning every day)
  - c. Device is reliable and in good working order.

Yes  No

2. Does the student currently have access to reliable Internet service at home that provides sufficient bandwidth for all students in the household to engage in remote learning simultaneously.

Yes  No

### School-Issued Laptop

3. Lehman High School has a number of laptops available for loan to students. Please check below whether you would like the school to issue a laptop to your student. By checking yes, you are certifying that you have read and signed the *Responsible use of Technology Policy*.

Yes  No

By signing below, I verify the information I have provided on this form is true to the best of my knowledge.

.....  
Parent/Guardian Signature

.....  
Date