



Diocese of Lubbock Policy for Using Video Conference / Social Media Platforms to Conduct Online Presentations for Minors

1. Two adults are required in all meetings. One of the adults must act as the “meeting host.” The host should start the meeting in a waiting room if both adult hosts are not logged on.
2. Parent/guardian permission forms must be obtained *before* students can participate in a session. It is the responsibility of the host to confirm all students present have submitted these forms.
3. The host must send/email the meeting link, call in number and meeting ID to registered participants and their parents or guardians. Only participants and their parents or guardians and other approved Safe Environment trained adults should receive this link.
4. The meeting host controls all muting, video functions chat, technical difficulties etc, so that there are no disruptions when the presenter is talking. The host will also handle all communications with participants before and during the workshop, such as assisting users who cannot login or are having difficulties navigating the platform being used.
5. The host is to be the moderator and be mindful of inappropriate behavior and must act quickly to cut off participants who violate these expectations.
6. The *private chat* function must be disabled if one is available.
7. If breakout rooms are to be used the two cleared adults are to monitor the rooms throughout the entire session for supervision.