

# Website Policy

Archdiocesan parishes, offices and schools are increasingly creating web pages to foster and publicize their ministries. This technology may be of assistance and several of you have mentioned to me that you are pleased with your web pages. I anticipate the number of parish/office/school web pages will continue to increase. Because of this, I would like to bring to your attention three concerns of which you should be aware.

- Possibly companies will offer to provide a web page free of charge in return for permission authorizing sale of advertisements on parish/office/school web pages. Please know this is not allowed. **No parish, office or school may permit advertisements of any nature to appear on the web pages.** If you wish further information concerning this policy, please contact Mr. Jeff Entwisle, Archdiocesan Chief Operations Officer.
- Some parishes are publicizing the parish bulletins on their web page. Some people are agreeable to their names and pictures appearing in the church bulletin since the distribution of it is limited, for example, only given to those actually in church. However, some people object to their name or pictures appearing on a web page and, therefore, on the internet. Some pastors have considered publishing the list of lectors or extraordinary ministers of the Eucharist on the parish web page along with the individual's phone number in order that liturgical ministers may more easily contact each other in the event of the need for a substitute. Other pastors have considered publishing the parish directory with the names, addresses and phone numbers of parishioners. Please be aware that some people object to their phone numbers and/or addresses appearing on web pages.

Therefore, it is strongly recommended that no phone numbers or addresses appear on web pages. In addition, if the parish bulletin will appear on the parish web page, the following paragraph should be published in the bulletin for several weeks **prior to the time that the bulletin is published on the internet.**

Beginning on \_\_\_\_\_, 20\_\_\_\_, the parish bulletin will also be published on the parish web site on the internet. Everyone who belongs to the parish whose name or picture may be published in the parish bulletin, or anyone who may belong to another parish but whose name or picture may be published in (name of the parish) bulletin, should be aware that their name may be published on the internet as part of the parish bulletin. **IF ANY PERSON DOES NOT WANT HIS OR HER NAME OR PICTURE IN THE BULLETIN ON THE INTERNET, PLEASE NOTIFY THE PARISH OFFICE IMMEDIATELY IN WRITING.**

Offices and schools should also be mindful of this concern and be certain that names and pictures are not used if their use would be against the will of the person involved.

Some schools and parishes also publish on their web page the names and pictures of minors. It is recommended that this be done only with the written consent of the parents or guardians. The following release form should be used:

I/we, \_\_\_\_\_, the undersigned parent(s) of \_\_\_\_\_, a student at \_\_\_\_\_ School, hereby grant permission to \_\_\_\_\_ School/Parish and/or the Archdiocese of New Orleans to publish and/or print my/our child's name and/or likeness on the \_\_\_\_\_ School/Parish web site on the internet and/or world wide web.

I/we hereby further release, indemnify and hold harmless \_\_\_\_\_ School/Parish, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, pastor(s), employees and insurers from any and all claims and/or damages on behalf of myself/ourselves and/or our child arising from the publication of my/our child's names, photograph, or likeness on videotape and/or film on \_\_\_\_\_ School's/Parish's web site on the internet or the world wide web.

This agreement shall remain in force and effect at all times during my/our child's enrollment at \_\_\_\_\_ School.

Father (Print Name) Date

Mother (Print Name) Date

The use of the web sites is new in our culture. Very little legislation has been enacted nor have there been court decisions which would clarify the way in which parishes/offices/schools should approach the publication of information on web sites. Therefore, caution should be exercised in this matter. I hope the above information will be of assistance to you. If your parish, school or office has a website, please contact [isd@archdiocese-no.org](mailto:isd@archdiocese-no.org) so that it may be linked to the archdiocesan web page. The web page is designed so that links can be provided to all other web pages of the archdiocese.