

PCL Connect Fiscal Year 2024-2025

Device Distribution Policy

Office of Religious Education



The Archdiocese of Los Angeles offers the PCL CONNECT as a resource for Parish Catechetical Leaders (PCLs¹). This program provides selected electronic devices along with voice and data services for the device, to select PCLs for use in their ministries at no cost to them or their parish. PCL CONNECT is for ministers designated by the Parish Pastor in the roles of DRE/CRE and Youth Ministry/ Confirmation Coordinator in all parishes of the Archdiocese and is provided through the Catholic Communication Collaboration (C3) Department in partnership with T-Mobile.

The expectations for use and the Acceptable Use Policy (AUP) from the ADLA Administrative Handbook in Chapter 10 apply: <http://handbook.la-archdiocese.org/chapter-10> <https://handbook.la-archdiocese.org/chapter-10/section-10-3>. Anyone receiving a device is required to sign the “PCL Connect Device Distribution Agreement” stating that he or she accepts and understands the AUP.

The Archdiocesan AUP applies to all users.

In each parish, the number of devices to be assigned will be decided by the PCL Connect Program Administrators (ADLA). The decision will be based on information provided by ORE Regional Coordinators and the Pastor or Parish Administrator. Thus said, the following procedures are set in place for distributing devices in a parish setting.

- A. In each parish, one device will be provided to the person with the role of Director/Coordinator of Religious Education (DRE/CRE). If there is no one in this role or the role is performed by a priest, then the device will be offered to the person with the role of Director/Coordinator of Faith Formation. If one person is performing a dual or triple role in the parish, they are eligible for an alternative secondary device if approved by the ORE Regional Coordinator in consultation with the PCL Connect Program Administrators (ADLA). The alternative secondary device may not be the same as the first device they received. If there is no one with either role in the parish or both are performed by a priest, no device will be offered. If a religious sister is hired by a parish as a PCL, she can apply for a device to be used in her new ministry through PCL Connect.
- B. In each parish, one device will be provided to the person with the role of Youth Ministry Coordinator, and if necessary, another device may be provided to the person with the role of Confirmation Coordinator. If the role is performed by a priest, then no device will be offered to him. If one person is performing a dual role in the parish, they are eligible for an alternative secondary device if approved by the ORE Regional Coordinator in consultation with the PCL Connect Program Administrators (ADLA). The alternative secondary device may not be the same as the first device they received. If there is no one with either role in the parish or both are

¹ PCL is an umbrella term used to designate catechetical leaders in different formation ministries in a parish setting.

performed by a priest, no device will be offered. If a religious sister is hired by a parish as a PCL, she can apply for a device to be used in her new ministry through PCL Connect.

*Note: priests and religious sisters are eligible for an Archdiocesan device through **Clergy Connect** (clergyconnect@la-archdiocese.org) and **Sisters Connect** (sistersconnect@la-archdiocese.org).*

Any minister in one of these roles (described above) can receive a device whether he or she is a staff member or a volunteer in the parish. If one person holds both positions (DRE/CRE and Youth Ministry Coordinator), then that person is to be considered the DRE/CRE. Consequently, as described above, the second device will be deployed to the individual in the role of Confirmation Coordinator, if needed and devices are available. In case of difficulties identifying specific roles, the final designation will be done by the Regional ORE Coordinator in consultation with the pastor/administrator.

The device remains Archdiocesan property and must be returned when the PCL leaves the designated position. In each parish, the pastor/administrator is required to confirm and approve recipients. The pastor/administrator is also required to take responsibility for notifying the ORE Regional Coordinator about changes in these positions. After a change in position, the device is to be returned to the Regional ORE Coordinator, and he/she notifies PCL Connect of the change. Any device reassignment from a former PCL to a new PCL will be done by the PCL Connect program administrators. A pastor/parish administrator cannot do a device reassignment. The new individual in this position and/or the pastor may contact their Regional ORE Coordinator to apply for a device for their use.

The device provided includes full domestic voice and data service at no cost to the recipient or the parish through the PCL Connect program. A parish may not charge a recipient for the use of the device under any circumstances.

Every recipient of a device will have an ACES email account created with the Archdiocese of Los Angeles, which will be connected to the device. The guidelines for using an ACES account are found here: <https://handbook.la-archdiocese.org/chapter-10/section-10-8>. Recipients of the device can choose between an Apple iPhone or Apple iPad.

Each Apple iPhone is assigned a phone number. An existing/previous phone number can't be moved/ported to a PCL Connect phone, and once a PCL Connect phone is surrendered, its number can't be moved/ported to another phone. The device is not equipped for international usage by default. PCL Connect does not provide cases or accessories. The parish of the device recipient is required to purchase a screen protector and case for that device.

The devices will be distributed by C3 in conjunction with the Regional ORE Coordinator. Recipients must either attend an in-person workshop (where they will receive their device) or an online workshop (after a device is shipped to them) to learn how to set up the device. The workshop will include introductory deployment information, information on the resources and applications that are installed or available through PCL Connect, and information on how to transfer existing applications being used in their ministries to the new PCL Connect device. For any questions on this policy contact your Regional ORE Coordinator, or the C3 Team at: pclconnect@la-archdiocese.org

PCL Connect FY2024-2025

Pastor Verification Form

OFFICE OF RELIGIOUS EDUCATION



The Archdiocese of Los Angeles offers the PCL CONNECT as a resource for Parish Catechetical Leaders (PCLs). This program provides selected electronic devices along with voice and data services for the device, to select PCLs for use in their ministries at no cost to them or their parish. PCL CONNECT is for ministers designated by the Parish Pastor in the roles of DRE/CRE and Confirmation/Youth Ministry Coordinator in all parishes of the Archdiocese and is provided through the Catholic Communication Collaboration (C3) Department in partnership with T-Mobile. *A parish may not charge a recipient for the use of the device under any circumstances.*

An individual in one of the above-mentioned roles in your parish has requested a device to assist in their ministry. Every recipient of a device will be assigned an ACES email account with the Archdiocese of Los Angeles, which will be connected to the device.

VERIFICATION OF PARISH CATECHETICAL LEADER

PARISH CATECHETICAL LEADER INFORMATION:

Full Name: _____

Title: _____

Personal Email address: _____

Work Email address: _____

ACES/ADLA Email address: _____

Cell Phone Number: _____

PASTORAL REGION INFORMATION: SB SF OLA SG SP

Parish Name: _____

Address: _____
Street: _____ City: _____ Zip Code: _____

Pastor Name: _____

Pastor Email: _____

Pastor Signature: _____

Request (choose one): iPhone iPad

**PCL Connect FY2024-2025
Device Distribution Agreement
OFFICE OF RELIGIOUS EDUCATION**



NEW DEVICE ALLOCATION			
<i>(Complete this section when a new device is being assigned.)</i>			
PCL Connect Recipient: (Complete name and last name)		
Position:		
Site: (Parish, School, Other)		
Contact Info: (Enter ACES Email here)		
 (Enter personal cell phone number here)		
Pastoral Region:	<input type="checkbox"/> SB <input type="checkbox"/> SF <input type="checkbox"/> OLA <input type="checkbox"/> SG <input type="checkbox"/> SP		
EXISTING DEVICE ALLOCATION			
<i>(Complete this section when an existing device is being returned, upgraded, or transferred to a new user.)</i>			
Outgoing PCL Connect Recipient: (Complete name and last name)		
Relinquished Date: (Date and name of Parish personnel device was relinquished to)		
Position:		
Site: (Parish, School, Other)		
Outgoing PCL Contact Info: (ACES Email)		
 (Enter personal cell phone number here)		
Outgoing Device:	<input type="checkbox"/> iPhone Number: _____	<input type="checkbox"/> iPad	
Pastoral Region:	<input type="checkbox"/> SB <input type="checkbox"/> SF <input type="checkbox"/> OLA <input type="checkbox"/> SG <input type="checkbox"/> SP		
Incoming PCL Connect Recipient: (Complete name and last name)		
Date Device Received by recipient: (Date and Name of person who received the device)		
Position:		
Site: (Parish, School, Other)		
Incoming Contact Info: (ACES Email)		
 (Enter personal cell phone number here)		
Pastoral Region:	<input type="checkbox"/> SB <input type="checkbox"/> SF <input type="checkbox"/> OLA <input type="checkbox"/> SG <input type="checkbox"/> SP		
Device Disposition:	Returned <input type="checkbox"/>	Transfer <input type="checkbox"/>	Upgrade <input type="checkbox"/>

Acknowledgement

Recipient has read and agrees to comply with the Archdiocese of Los Angeles- **Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP) Guidelines.** Initial _____
<https://handbook.la-archdiocese.org/chapter-10/section-10-3>

I, the recipient agree to the following:

- I'll always care for the device properly and handle it safely.
- I won't allow unauthorized use of the device.
- I won't loan the device out or transfer it to anyone else.
- I'll use the device only for work and ministry related tasks, *not for personal use.*
- If my ministry status or position changes, I'll return the device to the Regional ORE Coordinator.
I understand the device can't follow me to another assignment, even to one that qualifies for PCL Connect.
- I understand the device allows the Archdiocesan C3 Office to monitor its use.
- I understand the Archdiocesan C3 Office determines the issuance of a device and the Archdiocesan ORE allows its possession to approved ministers via the PCL Connect program.
- If I'm asked to return the device for any reason, I'll comply immediately.

I agree to the terms outlined above.

Recipient's Signature and Date

ADLA Distributing Agent Name

If you have ANY questions about your device, please contact your Regional Coordinator.

This Section to be filled by the C3 Team.			
Assigned iPhone Number, or Assigned iPad Cellular Data Number:			
Type of Device:		IMEI Number:	
Date Received:		Date Returned:	