

## **SCHOOL FACILITIES**

### **Monsignor Edward Pace High School Technology Program**

School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners, Students at the School utilize DEVICE on a wireless network. DEVICES and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of DEVICES. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

### **Technology Acceptable Use Policy**

The focus of the Technology Program at Monsignor Pace High School (MPHS) is to provide tools and resources to the 21<sup>st</sup> century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools essential to the 21st century learner is the iPad. Monsignor Edward Pace High School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration, a vital skill for our 21st century learners. Students at the School utilize electronic/technological devices on a wireless network. Electronic/technological devices and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. The individual use of iPads is a way to empower students to maximize their full potential, and to prepare them for college and the workplace. Along with the opportunity this provides, comes responsibility.

Effective teaching and learning with iPads integrates technology seamlessly within the curriculum. "Anytime, anyplace" learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology

immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning into a facilitator of learning.

MPHS provides its administrators, faculty, and students with access to computers, iPads, and various information technology resources (including email and Internet access) in order to enhance the school's teaching and learning environment, and improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the School's mission statement and its Catholic teachings.

The use of the school's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or shared by students to people or groups outside the school, and terminates when a student is no longer enrolled in Monsignor Pace High School. This policy is provide and to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action(s) shall be applied. The School's Student Code of Conduct shall be applied to student infractions. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of electronic/technological devices. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

The school reserves the right to search all electronic devices (iPads, cell phones, iPods, etc.) for reasonable suspicion and/or periodic checks as a matter of being proactive.

### **E-Mail**

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.

- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

### **Chatting and Blogging**

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of electronic/technological devices to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.

- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.

### **Games**

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school electronic/technological devices that is considered inappropriate or impedes the educational purpose of the electronic/technological devices program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on electronic/technological devices.
- Screensavers that include gaming components are not allowed.

### **Electronic/Technological Devices**

- Students electronic/technological devices must not be left unattended at any time. If any of these devices are found to be unattended, it they will be turned in to the Dean's Office.
- All electronic/technological devices must be in a student's possession or secured in a locked locker at all times.
- Do not lend any of your electronic/technological devices to other students.
- Do not borrow any electronic/technological devices from another student.
- Electronic/technological devices must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued electronic/technological devices must be in the school case.

- Do not consume food or beverages near electronic/technological devices.
- Electronic/technological devices should be handled with care. Inappropriate treatment of school electronic/technological devices is not acceptable.

- No inappropriate writing or stickers will be allowed on electronic/technological devices and/or case(s), and these are not to be defaced in any way.
- Do not remove, move or write on the identification sticker on your electronic/technological devices.
- Students are not allowed to create any administrative passwords on MPHS electronic/technological devices.
- Students are expected to come to school with a fully charged battery on a daily basis.
- CDs, flash drives, USB keys/cables are not allowed in the Computer Labs, Library, and classrooms.
- No changes can be made to computers (i.e. settings, screensavers, Control Panel, etc.)
- Students may only store files on their Plus Portals File Locker or on sites such as Dropbox. Any files found on the hard drive will be deleted.
- Do not unplug or remove any parts of the computer.
- The workstation is your responsibility for your assigned block. If anything is missing, broken or if your computer is not running properly, it is YOUR responsibility to tell your instructor at the beginning of class. Otherwise, YOU will be held accountable and any cost incurred due to damage or theft caused by the student will be the responsibility of the parents.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with electronic/technological devices hardware or software, vandalizing data, invoking electronic/technological devices viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- The School is not responsible for damaged or lost data transferred through our network or stored on electronic/technological devices or our file servers.

### **File Sharing**

- File sharing is the public or private sharing of electronic/technological devices data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on any electronic/technological devices. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in electronic/technological devices failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

### **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the electronic/technological devices that impedes the educational purpose of the electronic/technological devices program.
- Copyrighted movies may not be "ripped" from DVDs or downloaded and be placed on any electronic/technological devices from the Internet.

- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to electronic/technological devices.
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that electronic/technological devices, but they also slow down the operation of the electronic/technological devices and the network connection.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Dean or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and electronic/technological devices access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor electronic/technological devices activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that electronic/technological devices.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's electronic/technological devices through the use of their own electronic/technological devices.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.



- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments;
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
  - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- electronic/technological devices that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an electronic/technological devices, the loss of the use of the electronic/technological devices for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the electronic/technological devices program at the School as well as to students who are using the school's electronic/technological devices and on campus.
- Any electronic/technological devices with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated electronic/technological devices abuse and/or damages, the school has the right to revoke the use of the school's electronic/technological devices and the student will be restricted to using it only on-campus. Repeated AUP offenses or electronic/technological devices abuses may lead to the loss of a student's privilege of using an electronic/technological devices on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student electronic/technological devices will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the electronic/technological devices or materials stored on electronic/technological devices, or the school's network.

## **iPad Damage and Repair Policy**

If a student's iPad becomes broken or unusable, they will report the problem to the Helpdesk if it occurs during school hours. Then the parent/guardian will be notified of the situation and the student will be given a contract for the parent to sign along with a pass for the remainder of the day. The following day the student will return the contract signed along with his/her iPad to be sent by the school for an estimate and repairs. If the damages happen at home, the Parent/guardian along with the student must report to the Helpdesk the following morning to sign the iPad Loaner Agreement. Once the contract is signed and damaged iPad has been turned in, the student will then be issued a loaner. Student and Helpdesk will assess all visual damages of the student's iPad. This includes any glitches within the software or hardware that the student is aware of. Based on the set price given by the school, the parent/guardian will be given a rough estimate of the repair cost based on the known information. This rough estimate is not a guaranteed cost. Due to the possibility of other internal damages. Once Monsignor Edward Pace High School is in possession of the student's iPad, the student's iPad would be sent for repairs by school. After the school has been given estimate to fix iPad, the school will notify the student/parent on the total cost. If the parent agrees to pay for the cost, the student will continue to use the loaner until their iPad is repaired and the parent/guardian is billed for the complete cost. If the parent opts out of the repairers, the Helpdesk will immediately collect the loaner iPad and with parent will have two (2) days to purchase a new iPad. During the two (2) days, the student will:

- Be placed in the indoor suspension room to complete his/her assignments.
- On the third (3) day, the student will then meet with the principal of the school pertaining to this matter.

If the parent cannot rectify the problem, the parent will be asked to withdraw their child from Monsignor Edward Pace High School.

There may be cases where the student's iPad cannot be repaired. If this occurs, the student's will follow the same procedures as the parent opting out.

## **Left iPad at Home**

If students leave their iPad at home, the infraction goes as follows.

1. Verbal warning and parent called.
2. Demerit and parent called.
3. Three (3) Demerits.
4. On the fourth (4) or more infraction, students will be issued five (5) demerits and a detention.

## **Computer Use**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;

- d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### **Florida Laws**

#### **Fla. Stat. 815.04 Offenses against Intellectual Property**

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

**Fla. Stat. 815.06 Offenses against Computer Users**

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

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

\_\_\_\_\_  
Principal or Asst. Principal Signature Date



### **Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

**DEVICE  
USE LIABILITY AGREEMENT FOR  
SCHOOL**

RE: DEVICE MODEL

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

School ("the School") is configuring the DEVICE ("the device") for connection to the School's wireless network, available to current students.

Please read the terms and conditions of this User Agreement carefully, which governs the use of the device, which is on loan from the School until the student graduates. You may not take possession of such device until you have read and accepted the terms of this User Agreement and signed the Release Form.

The School grants you the personal, non-exclusive right to utilize the device referenced above beginning by August 17<sup>th</sup>, 2012 through June 14<sup>th</sup>, 2013. This Device should be exclusively for school use. Any use of the device that interferes with its exclusive purpose is not permitted.

Upon entrustment of the device referenced above into your care, you assume the responsibility and liability of the device. Furthermore, you agree to return the device on the scheduled or arranged date of return in the same condition as which you received it, ordinary use and wear expected.

This agreement serves as a legal document between you and the School (the owner of this device).

**LIABILITY**

While in your possession, you are fully responsible for any theft or physical damage of this device and will be held accountable for the replacement or repair of this device. You are responsible for all cables and components of this device.

You are responsible for keeping this device clean and in good condition during its use and upon its return to the School. You shall not lend this device to anyone without written permission from the Principal or Assistant Principal of the School. Please note that if you lend this device to another person without prior permission, you are nonetheless accountable and responsible for the replacement of this device, and may be subject to the forfeiture of the device, at the sole discretion of the School. Your failure to report the loss of this device or failure to return this device to the School may result in legal action against you. You hereby agree to pay for all reasonable attorney fees and costs incurred by the School in enforcing any of the terms of this Agreement.

#### SUPPORT AND SERVICE

You must obtain prior written permission from the Executive Director of Technology to install any software and/or internal or external components on this device. You may not uninstall or erase any programs or files that were originally on this device. In addition, you must consult with the school's Technology Coordinator before changing any system settings. You must contact the school's Technology Coordinator as soon as possible if there is any technical and/or physical problem with this device.

#### OWNERSHIP

You hereby acknowledge that all rights, title and interest to the device are the property of the School until the student graduates.

You hereby accept responsibility for this device and agree to all of the conditions set forth herein. You will not leave it unattended, nor will you lend it to another person. Should the device be lost, stolen or sufficiently damaged while in your possession, you will be responsible to provide the School with the deductible amount for Safeware insurance (see separate Insurance Agreement).

At distribution, the student will witness the physical inspection of the device and its components and accessories. All checked parts and accessories are present and functioning.

You understand that you will not perform any illegal activities with this device (i.e., hacking, pirating, downloading illegal materials, etc.), take part in any activities inconsistent with the School's Acceptable Use of Device Resources or perform any activities which violate the student handbook.

You agree to release and indemnify the School, the Archdiocese of Miami and any of its agents for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched, or stored on this device. Furthermore, you agree to release and indemnify the School, the Archdiocese of Miami and any of its agents for any liability or for claims relating to the use or functioning of the hardware or software included with this borrowed device and accessories.

You do hereby verify that you have read and understood this document and will abide by and agree to the terms of this agreement.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

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

\_\_\_\_\_  
Principal or Assistant Principal Signature Date \_\_\_\_\_

## **GUIDANCE**

The Department of Guidance and Counseling welcomes inquiries from students, parents, and teachers. We are here to assist you in any of the areas listed.

### **School Identification Number**

**CEEB CODE = 101271**

This number has been assigned by the College Board and should be used on all applications, scholarships, and college entrance exams.

### **Philosophy Mission**

The Department of Guidance and Counseling of Monsignor Edward Pace High School is an integral and unique component of the school community. Serving students, parents, faculty, and administration, the staff operates from the foundations and principals of professional counseling. This expertise is used to serve this educational community while drawing from the philosophy and mission of our school.

The Department of Guidance and Counseling recognizes its role in our school's mission through an awareness of the students' personal and academic needs. It is through the provision of professional services that we are able to enhance the students' abilities to be cognizant of their collective and individual needs. The counseling programs are designed and executed to provide direction toward achievement of the students' objectives within the overall goal of Monsignor Edward Pace High School. As a reflection of the philosophy of the school, the Department of Guidance and Counseling holds as its highest priority the appreciation of the contributions of each individual member of the school community.

Any parent who does not want their child to be seen by the counselor should indicate this wish in writing to the principal at the beginning of the school year.

### **Personal Counseling and Support**

- Crisis counseling/intervention
- Personal counseling
- Peer relationships
- Social skills
- Personal Conflicts
- Family referrals

- Community resource information

#### **Academic Counseling**

- Student curriculum advisement
- Schedule advisement
- Tutoring referrals
- Educational planning for special needs students
- Student/parent/teacher staffings

#### **Career Counseling**

- Career awareness surveys
- Interpretation of surveys

#### **College Counseling**

- College representative visits
- College resource library
- College videos
- College application process
- College recommendations
- Scholarship information
- Financial aid information

#### **Parent Nights**

- Freshmen Parent Orientation
- Underclassmen Parent Night
- Junior Parent College Night
- Senior Parent Financial Aid Night

#### **Florida's Bright Futures Scholarship Program**

The Bright Futures Program rewards the state's highest-achieving and hardest-working high school graduates. For the latest information about the Florida Bright Futures Scholarship Program, please ctrl. click on the link below.

[www.floridastudentfinancialaid.org/ssfad/bf/](http://www.floridastudentfinancialaid.org/ssfad/bf/)

#### **Confidentiality**

Counselors keep information confidential, including information shared by students or parents. In cases where the students' life, health, or safety is at stake, confidentiality does not

apply, parents and/or the appropriate agencies will be promptly notified. Teachers keep student records confidential. Monsignor Edward Pace follows FERPA (Family Educational Rights and Privacy Act) when dealing with school records.

### **Pregnancy**

Although premarital sex is considered neither acceptable nor moral within Church teaching, it is essential that the basic belief in the value of life be kept paramount. Because the Catholic Church is pro-life, all that can be done to preserve life will prevail and nothing will be done which may encourage a girl to have an abortion. Therefore, it is advised that the parents, guidance personnel and administration, as well as the couple involved, come to workable solution which will enable the student to continue with Catholic education at the secondary school. In every case, professional counseling of both the boy and girl is strongly recommended as they face important decisions. The office of Respect Life and Catholic Charities would be able to provide counseling services.

The law allows the parent to give the child to a staff person at a 24-hour fire station emergency medical station or hospital and walk away, no questions asked and totally anonymous, thereby, giving the child the opportunity for adoption and the birth parent the chance to provide a new life for the child. For more information on safe havens of the Safe Haven for Newborns program, visit the website at [www.asafehavenfornewborns.com](http://www.asafehavenfornewborns.com).

1. Monsignor Pace High School believes that every effort must be made and every measure taken to preserve this life and the reputations of the students who become parents. The respective guidance counselor may meet with the student(s) concerned and their parents. Appropriate counseling and medical attention will be sought.
2. If a girl becomes pregnant while at Monsignor Edward Pace High School, the student(s) and parents concerned will be encouraged to seek the counsel of their respective pastor. Such counseling is strictly confidential. Respect Life ((305) 653-2921) and Catholic Social services are available for counseling.
3. The Principal will make decisions regarding participation in classes while assuring the continuing education during the term of the pregnancy.
4. The Principal will determine the extent of involvement in extra-curricular activities.
5. Pregnancy itself is not a cause for dismissal from Monsignor Edward Pace High School. If the young woman does not marry and chooses to either keep the baby or give her baby up for adoption, she may at the discretion of the Principal, return to school to complete her education.
6. Married students may not attend Monsignor Edward Pace High School.

## **Suicide Policy**

If the school becomes aware that a student has made a suicidal gesture or that the student has suicidal thoughts, his/her parents will be notified immediately. Parents will be required to obtain a psychological evaluation from a licensed professional and agree to share the results with the school administration. If the threat is of a grievous nature, the student will be sent for counseling and may not return until an assessment and evaluation has been submitted to the Principal by the assessing agency. Please be aware that if any of the conditions listed above are not met, the school may require the student to withdraw.

## **Innovation Center**

The Monsignor Edward Pace Innovation Center provides digital resources as well as training and support for the 21<sup>st</sup> century learning methods. Teachers can schedule time in the center with their classes for special projects, research, etc. The facility will include: a computer lab, projectors, reference materials and Galenet Infotrac (an online research tool). Hours of operation: All school days from 8:00 a.m. to 2:30 p.m.

### **Procedures and Rules:**

- 1) Students are not permitted in the center without their teacher
  - 2) Students must maintain a good environment for study and research
  - 3) Students must keep the area clean and organized
  - 4) No food or drink is allowed in the center
  - 5) Students will not be permitted to print in the Innovation Center at any time
- \*The computer lab in room 612 will be open with a printer available to students before school and after school

## **Clinic**

A clinic is available for students. Since Monsignor Pace High School does not have a registered nurse in the clinic. It is housed in the Dean's Office. The school must receive the parent's permission (except in an emergency) to be permitted to go to the clinic. Students may not be in the clinic during any class period without permission from the teacher for that particular class.



## **Lockers**

Students will not need lockers since they will have all material available digitally, however, students will be able to rent lockers for the year in order to store school-related materials only. Locks will be included in the rental of the locker.

Lockers are the property of the school, and as such, may be opened by school personnel when there is a reasonable cause to do so.

Students may not go to their lockers during a class period. It is their responsibility to come prepared for each class. Therefore, it is expected that they may not access their locker at inappropriate times, especially during class sessions.

At the end of each year, students may be requested to clean out their lockers by a certain date. Any materials found in the lockers after that date may be discarded or sold without credit to the owner.

School officials reserve the right to search lockers, vehicles and students' property (such as handbags, bookbags, etc.) when deemed necessary to uphold the basic responsibility of the school regarding discipline, safety and the maintenance of an educational atmosphere. Contraband items may be confiscated and may be used as evidence in disciplinary cases. Refusal to be searched or to cooperate may be considered an admission of guilt and the full consequence may apply.

## **Lost and Found/Confiscated**

Monsignor Pace High School is not responsible for any materials or personal belongings that are misplaced, lost or stolen. Any property left unattended will be brought to the Dean's Office. Any items (electronics, books, jewelry, clothes, etc.) which are turned in or confiscated can be claimed in the Dean's Office. All items not claimed by the end of the school year will be donated by the Administration.