Mobile Computing Program Handbook

Rules & Procedures

(Grades 7-12)

Mead Public Schools

Mead, Nebraska

2026-2027

Rules & Procedures
For
Mobile Computing Program
Mead Public Schools

Mead Public Schools offers our 7-12th grade students laptops for educational purposes throughout the school day. The program, which provides mobile computing and wireless technology to middle and high school students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a device.
Students will receive instruction from school district staff on the proper use of the device.
Students will be able check out the device for home use during the school year once the student and parent signs the Device Loan Agreement (Appendix I) and the Internet Acceptable Use Policy (Appendix II).

- Students will be required to use the school issued devices during the school day.
- Students are expected to treat the device as a valuable piece of equipment.
- Students must take all precautions to prevent theft.
    - For example, do not leave the device unattended in public areas.
- Students must take precautions to prevent damage to the device.
    - For example, do not leave the device where there is danger of encountering moisture or excessive heat.
- Students are to use the device to access only educationally appropriate materials and websites.
- Students are to use the device in accordance with the Mead Public Schools Acceptable Use Policy and to maintain the device in accordance with the procedures and information provided.
- Devices are the property of Mead Public Schools and must be returned at the end of the academic school year, upon withdrawal from Mead Public Schools, or at the request of a teacher or administrator. Willful failure to return the device in accordance with the stated conditions will result in criminal prosecution.
- Because the devices are the property of Mead Public Schools, school administration and the technology coordinator have the right to review all material stored on or accessed by any device as well as the computer bag. School officials may revoke a student's device use privileges for misuse or violation of policies.

****The Device Loan Agreement that has been adopted by Mead Public Schools will enhance learning for our students using 21st Century Skills.**

Section 1: Receiving Your device

Before initially receiving the device, students and parents must sign and return these forms/agreements:
1. The Device Loan Agreement (Appendix I)
2. The Internet Acceptable Use Policy (Appendix II)

Section 2: Taking Care of Your device

Students are responsible for the general care of the device and accessories they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated building location for an evaluation of the equipment.

General Precautions

The device is school property. All users will follow these expectations and the student Internet and computer usage policies for technology.

- Cords and cables must be inserted carefully into the device to prevent damage.
- The device and its case must remain free of any writing, drawing, stickers, or labels that are not the property of Mead Public Schools.
- Devices must not be left unsupervised.
- Students are responsible for keeping their device's battery charged for school each day.
- Students are responsible for returning their device to their designated room at the end of each school day.
- Students may be required to submit their device to random checks by school personnel.

Device Care

- Keep liquids away from your device.
- Students should be careful when putting devices into their designated bag. Too much pressure and weight from overloaded backpacks can cause damage to the device.
- Clean your device with a soft, dry microfiber cloth or anti-static cloth. Do not use water or harsh chemicals of any type.
- Use care when carrying your device to prevent drops and other damage.

Section 3: Using Your device at School

General

- Devices are intended for use at school each day. Students are responsible for bringing their devices to all classes, unless specifically advised not to do so by staff.
- Devices must be brought to class each day sufficiently charged. Only charge your device with the provided charger.

Lock Screen and Home Screen Background Photos

Only school appropriate background images may be used on the device lock screen and home screen.

- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or images on the device or within its files will result in disciplinary action and, where deemed appropriate by the administration, referral to law enforcement.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Section 5: Acceptable Use Guidelines

General Guidelines

- Students are responsible for their ethical, socially appropriate, and educational use of the technology resources of Mead Public Schools.
- Access to the Mead Public Schools technology resources is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Acceptable Use Policy (Appendix II) and items detailed in this rules and procedures document.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, pornography, and viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the Administration or Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Internet Safety and Acceptable Use Policies found in the Student/Parent Handbook. Students who violate this may also be referred to law enforcement for criminal prosecution as deemed appropriate.
- Noncompliance with the policies of the Mead Public Schools will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy – Appendix II.)

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- Hacking
- Gaining unauthorized access to any network or device
- Bullying

Electronic Communication and Social Media

Please note that emails sent via your school district email account are not private and may be reviewed at any time and without notice. Personal email accounts accessed on school-issued devices are subject to review during maintenance of the device. A student's social media activity on school-issued devices is also subject to review. The following rules will apply when using any electronic communication:

- Always use appropriate language and images.
- Do not transmit language/material that is profane, obscene, abusive, or would generally be considered offensive to others.
- Students should maintain high integrity with regards to digital content.

Section 6: Precautions and Consequences

Technology Left in Unsupervised Areas

- Under no circumstances should devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, classrooms, break areas, bathrooms, busses, and hallways.
- Unsupervised devices will be taken by staff and taken to the designated area.
- Disciplinary action may result if devices are left in unsupervised locations. Each student is responsible for his or her device once it has been issued.

Disposal of saved materials and access

At the conclusion of a student's time at Mead Public Schools, their access to their accounts (including but not limited to online storage, license to use applications, etc.) and saved items on servers will be terminated.

Students who successfully graduate will have access until September 1st following their graduation to help transition to their post-secondary life.

Students who voluntarily or involuntarily leave Mead Public Schools prior to graduation will have their accounts disabled immediately.

The technology coordinator retains the right to remove items from servers to maintain storage capacity when deemed necessary, regardless of the above mentioned timelines.

Technology Fees & Charges

The following out-of-pocket repair/replacement charges will be assessed to students:

Lost device: Replacement Cost
Destroyed device (total loss): Replacement Cost
Stolen device (police report required): Replacement Cost
Device Repairs if not covered by extended warranty

School reserves the right to charge repair costs for any damage deemed intentional or malicious.

Appendix I
Mead Public Schools Device Loan Agreement

Your child has been loaned a mobile device to improve and individualize his/her education this year. It is essential that the Mead Public Schools Internet Acceptable Usage Policy be followed to ensure the safe, efficient, and ethical operation of the district's device.

For your child to use the device in class and to take it home for checkout, you must be willing to accept the following responsibilities and terms.

Parent Responsibilities and Terms shall include, but are not limited to:

- Will read the Policies and Procedures for Device Program and discuss it with my child.
- Will read the Internet Acceptable Usage Policy and discuss it and appropriate use of the internet with my child.
- Will supervise my child's use of the device at home, including use of the internet on this device.
- Will not attempt to change the configuration of the device software or hardware.
- Will encourage my child to charge the device nightly so he/she can begin each school day with a fully charged battery.
- Will agree to make sure that the device and all related accessories are returned to the school when requested and upon my student's withdrawal from Mead Public Schools.
- Will report any problems/damages to the district's technology coordinator.
- Will report loss/theft of the device to the school and proper authorities (police) within 24 hours.
- Will not attempt to repair the device.
- Will not alter or remove the school device management certificates at any time.

Student Responsibilities and Terms shall include, but are not limited to:

- Will read the Policies and Procedures for Device Program and discuss it with my parent/guardian.
- Will read the Internet Acceptable Usage Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Mead Public Schools Internet Acceptable Usage Policy and district guidelines each time the device is used at home or at school.
- Will not attempt to change the configuration or settings of the device software, hardware, or management certificates, including but not limited to web browsers and settings, Windows security settings, Lanschool or similar monitoring software that the District may employ now or in the future.
- Will recharge the device nightly so I can begin each school day with a fully charged battery.
- Will keep the device in its assigned protective bag when not in use or charging.
- Students will not use their laptop bag for storage of materials that do not directly relate to the device.
- Will make the device available for inspection by an administrator or technology coordinator upon request.
- Will use school appropriate language in all digital communications.
- Will abide by copyright laws.
- Will report loss/theft of the device to the school and proper authorities (police) within 24 hours.
- Will report immediately all damages or problems with the device to the technology coordinator.
- Will not attempt to use or alter another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will not give out personal information, such as name, address, photo, or other identifying information online to parties that I am not familiar with.
- Will not use the device to record (audio or visual) others without their permission.
- Will not attempt to repair, alter, or make additions to the device.
- Will not remove or attempt to remove identification tags on the device.
- Will not deface the device with stickers, marking pens, etc.

Appendix II

Internet Consent Form

Mead Public Schools is pleased to offer its students access to the district computer network for educational use of the Internet. To access the Internet, all students must obtain parental permission and must sign and return the signature page of this form to the Technology Coordinator.

Before signing this consent form, both parents and students must read the Student Internet Use policy contained in the student handbook and the information contained on these pages.

District Internet Rules

Mead Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Computers, accessories, internet access, and network storage areas may be treated like school lockers. No individual should have any expectation of privacy in terms of internet usage. Mead Public Schools may restrict access to certain sites it deems are not necessary for academic purposes. Network administrators may monitor and/or review files and network activity to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. Upon graduation all files will be removed.

As outlined in Board policy and procedures on student rights and responsibilities, the following are not permitted:

- Using third party software or other hardware, or manually attempting to circumvent in-place security or monitoring software, such as Lanschool..
- Accessing chat rooms and other social media platforms other than those directly supervised or approved by staff for educational purposes.
- Accessing, sending, displaying, or utilizing offensive messages or pictures
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks; this includes hacking into others' files, programs, or sites.
- Using another student or staff member's network password
- Accessing or attempting to access another's folders, work, or files
- Intentionally wasting limited network resources – i.e. excessive storage of material or unnecessary use of network bandwidth for noneducational purposes, streaming, or downloading materials for personal use.
- Accessing or attempting to access, create, transmit, print, or download any obscene, pornographic, or other harmful sites or materials.
- The downloading, disseminating, or posting any copyrighted material is an infringement of copyright law.
- Students are not to disclose confidential or personal information on social media using school devices or the school network.

Students should be aware violations may result in disciplinary action including but not limited to loss of access to the Internet and/or local area network as well as the student's school assigned device.

First Offense	Detention or other disciplinary action as determined by administration. Extreme offenses can be escalated.
Second Offense	Limited internet access and/or the disciplinary actions for a previous offense as determined by administration.
Third Offense	Limited access to network and/or student device and/or the disciplinary actions of a previous offense as determined by administration.
Fourth Offense	Loss of access to network and device and/or the disciplinary actions for a previous offense as determined by administration.

For additional disciplinary information, refer to student code of conduct located in the student handbook. The severity of an offense, even if it is a first offense, will be considered when determining the level of disciplinary action.

User Agreement and Parent Permission Form

Mead Public Schools Device Loan Agreement

One device & charger are being lent to the Borrower and are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and always, remains the property of Mead Public Schools in Mead, Nebraska, and is herewith lent to the student for educational purposes only for this academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or sooner if the student withdraws from Mead Public Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by the Mead Public Schools.

Mead Public Schools Internet Acceptable Usage Agreement
Mead Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible for ensuring that these guidelines are followed.

Students should understand that violation of this policy will result in disciplinary action, including possible termination of Internet access. Please refer to the student/parent handbook for further information pertaining to student discipline.

A student and the student's parents or guardians, by submitting their respective signatures on this Internet Acceptable Usage Agreement, agree to release the Mead Public School district and its employees from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the district's Internet connection.

I have read and agree to abide by following the Mead Public Schools' device Loan Agreement, the Mead Public Schools' Internet Acceptable Usage Policy and other rules, procedures, and expectations at all times while using the school-issued device.

As a user of the Mead Public School's computer network, I hereby agree to comply with the above stated rules as well as those in the student handbook – communicating over the network in a responsible fashion while honoring all rules and restrictions.

Student Signature _____ Date

As the parent or legal guardian of the student signing above, I grant permission for my student to access networked computer services and the internet. I understand that students may be held responsible for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use – by setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media. By signing the Internet Consent Form, I agree to release Mead Public Schools and its employees from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the district's internet connection.

Parent Signature _____ Date