

## Damage-Theft-Loss of CPS One-to-One Devices Student and Staff Process

Columbia Public Schools reserves funds to cover some instances of damage or theft of one-to-one/personal learning devices. There are some situations where it is necessary to assess fines in order to promote accountability and responsibility. Fines may be paid at the school or through the district's online payment system. Please refer to the [district website](#) for additional details about device policy and procedures.

### Instances of DAMAGE & THEFT

1<sup>ST</sup> Instance: No Charge

2<sup>nd</sup> Instance: \$25.00

3<sup>rd</sup> Instance: \$50.00

All Subsequent Instances: Charged at current CPS purchase price

\*Instances per Individual will be cleared annually, but will follow students from school to school within CPS.

\*Fines remain on the student account until they are paid

\*Stolen devices MUST be reported to the school with the police report case number within one week of the theft.

\*In cases where there is obvious neglect, per instance criteria may be adjusted by the school's administration.

### Instances of LOSS

1<sup>st</sup> Instance iPad: \$50.00

1<sup>st</sup> Instance laptop: \$100.00

All Subsequent Instances and Students NOT Returning to CPS: Charged at current CPS purchase price

\*Instances of Loss will NOT be cleared annually.

\*If device is found in usable condition within the same school year, the fine will be refunded.

### Device Chargers

One cable and power brick (collectively the "charger") will be issued for each one-to-one device. Each patron will keep the charger as long as they are associated with Columbia Public Schools. Each device must be returned with a working charger or a fine will be assessed at the current CPS purchase price. It is important for safety reasons that chargers be Dell certified or Apple compatible.

Each school will track this information for their students and staff. Alternative payment arrangements may be made at the school's discretion as needed.