

# Damage-Loss-Theft of CPS One-to-One Devices and Equipment

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## Student and Staff Policy

Columbia Public Schools reserves funds to cover some instances of damage, theft or loss of one-to one / personal learning devices and equipment. There are some situations where it is necessary to assess device and/or equipment fines in order to promote accountability and responsibility. Fines may be paid at the school or through the district's online payment system.

## Instances of Accidental Damage and 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 or intentional damage, 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 Keyboard: \$50.00

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

1<sup>st</sup> Instance Hotspot - \$50

Hotspot charger - \$20

iPad charger - current CPS purchase price

Laptop charger - current CPS purchase price

Note: Maximum of \$100 fine for first loss

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

- Instances of Loss will NOT be cleared annually.
- If the device is found in usable condition within the same school year, the fine will be refunded.
- If a student loses a hotspot, another hotspot won't be distributed to them unless the lost fee has been paid.

### 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 and case (for iPads) as long as they are associated with Columbia Public Schools. Each device must be returned with a case in good condition and with a complete 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.

\*Note: Full size iPads require a 12 watt charger and sync cable (5 watt is insufficient for effective charging)

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

### Hotspots

Students issued a Hotspot and charger for home network connectivity must return the hotspot and charger to their school Media Center for yearly renewal with their CPS issued computing device.

Hotspots reported as stolen must have a police report case number associated with the stolen Hotspot within one week of the theft or risk being fined \$50.00.

Students with lost or damaged Hotspots or lost or damaged Hotspot chargers will not be issued another Hotspot or charger until the lost or damaged Hotspot fee has been paid.