

Columbia Public Schools Personal Learning Handbook

PROCEDURES AND INFORMATION



Columbia Public Schools Technology Services
To empower and connect our community of 21st century learners.

Updated August 2018

Personal Learning Program Background Information

Excellence in education requires that modern tools and resources meet the needs of 21st Century Learners and be seamlessly integrated throughout the educational program. Increasing access to technology is essential. The individual use of iPads and / or laptops is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas.

Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with mobile tools integrates technology into the curriculum anytime, anyplace.

By using or taking possession of a device owned by Columbia Public Schools, a user and their parents / guardians are agreeing to comply with the CPS District Technology Usage Policy EHB (<http://goo.gl/K8FOf5>), the Secondary and/or Elementary Student Handbook (<http://www.cpsk12.org/Page/6407>) and the expectations detailed in the iPad Personal Learning Handbook.

1. Issuing of CPS Devices

1.1 Receiving a Device

a. Qualifications:

Secondary: A student who is actively enrolled in Middle School or High School qualifies for use of a district – owned device.

Elementary: A student who is enrolled full time in a 5th grade classroom in Columbia Public Schools qualifies for use of a district – owned device

(Additional qualifiers include any building that has allocated building funds to provide a 1:1 Personal Learning Device classroom.)

In order to possess and use the borrowed device, one must comply at all times with CPS District Technology Usage Policy EHB (<http://goo.gl/K8FOf5>), the Secondary and/or Elementary Student Handbook (<http://www.cpsk12.org/Page/6407>) and the expectations detailed in the iPad Personal Learning Handbook.

b. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, cover (iPad only), and sync cable/AC charger or a laptop charger.

c. 6-12 Parents/guardians and students must acknowledge the CPS Acceptable Use Policy (AUP) and Student Handbook.

d. 6 - 12 Parents/guardians must electronically complete the 1:1 Agreement.

e. Devices will be checked out to the student through the Library Media Center circulation system.

f. The device is the property of the Columbia Public Schools and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a CPS device or a school supplied or supported email service.

1.2 Returning a CPS Device

a. Devices must be returned immediately when a student transfers out of CPS, is expelled, no longer qualifies for the program, or terminates enrollment for any reason.

b. Students are expected to return the following items:

iPad: iPad, cover, sync cable and power brick

Laptop: laptop and charger.

c. One charging cable / power brick, charger will be issued for each 1:1 device. Each person will keep the cable as long as they are associated with Columbia Public Schools.

1.3 Fines related to CPS 1:1 Devices

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. iPads, covers, and sync cable/power brick or laptop and charger will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. Devices will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the device. CPS Administration will make the final determination of any fees assessed.
- b. If a student fails to return the iPad or laptop the student/parent/guardian will pay the replacement cost of the device.
- c. Fines will be charged according to the "Fines due to Damage/Loss/Theft of 1:1 and Mobile Devices For Students and CPS employees"
<https://www.cpsk12.org/cms/lib/MO01909752/Centricity/Domain/82/Damage%20Loss%20Theft.pdf>
- d. Replacement fines for covers, sync cables, power bricks are below*:

iPad Replacement	\$299.00*
Cover / case / flap	\$21.50 (updated January 2019 to reflect current price)
Logitech Case / Keyboard	\$99.95
Logitech Keyboard only	\$49.95
Charger / power brick	\$10
Sync cable	\$10

Dell Laptop Replacement	\$490.00 *Charged at Current CPS Purchase Price
Charger	\$19.95

*Charged at Current CPS Purchase Price

1.4 Loss or Theft of an iPad

- a. In the case of loss or theft occurring at school, the borrower must report the incident to the Library Media Specialist and the school resources officer (9-12) or the building Principal (K-8) within five days of the occurrence. This can be reported on the Columbia Police Department website:
<https://www.como.gov/police/crime/crime-reporting/>
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 5 days of the occurrence and then provide documentation of the aforementioned law enforcement report to the Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss of theft in the manner described

here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of a CPS device.

Students are responsible for the general care of the device they have been issued by CPS. Devices that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned device or their login. iPads and laptops are the property of CPS and all users will follow these procedures and the CPS Acceptable Use Policy.

2.1 General Precautions

- a. While an iPad or laptop is considered scratch resistant, it will scratch. Avoid using any sharp object(s) on the mobile device.
- b. iPads and laptops do not respond well to liquids. Avoid applying liquids. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the face of the iPad or laptop.
- c. Do not attempt to gain access to the internal electronics or repair a device. If your device fails to work or is damaged, report the problem to a Library Media Specialist.
- d. Cords and cables must be inserted carefully into the iPad or laptop to prevent damage.
- e. iPads and laptops must be returned free of any writing, drawing, stickers, or labels that are not the property of Columbia Public Schools.
- f. Students may purchase their own cover if desired. However, this cover must be pre-approved by the building Library Media Specialist.
- g. iPads and laptops have the ability to be remotely located when connected to a network. Modifying, disabling or attempting to disable the Remote Management is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- h. CPS iPads and laptops are managed. Our system will be able to locate the device when connected to a wireless network. The iPad and laptop will not work without authenticating to our managed system.
- i. iPads and laptops have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. iPads or laptops must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- k. iPads or laptops must not be left in a vehicle or a location that is not temperature

controlled.

l. iPads or laptops must be charged for school each day. This is the student's responsibility.

m. 'Jailbreaking' of the device is not permitted.

o. iPads and laptops are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students should not lend their device to another person. The iPad should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.

p. Please do not attempt to contact Apple or Dell service directly for repair questions. Please contact a Library Media Specialist.

2.2. Carrying iPads or laptops

The protective cover provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The iPad must be protected by a cover at all times. CPS laptops have a rugged case designed to prevent damages.

3. Using a CPS device at School

iPads or laptops are intended for use at school each day. In addition to teacher expectations for device usage, school messages, announcements, calendars, and schedules may be accessed using the device. Printing from an iPad is not supported at school but it is permitted via student laptop. Students are responsible for bringing their CPS device to all classes unless specifically instructed not to do so by a teacher.

3.1 iPads or laptops left at Home

If a student leaves the iPad or laptop at home, the student is responsible for getting the coursework completed by alternate means. CPS devices are instructional resources necessary for daily classwork. If leaving the device at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 iPad or laptop undergoing Repair

A replacement device will be issued to students when their device is being repaired by the school.

3.3 Charging CPS Devices

a. iPads or laptops must be brought to school each day in a fully charged condition. A sync cable/AC charger or laptop charger will be issued to the student for charging at home.

b. In cases where no charge remains, students may be able to connect their iPad or laptop to a power outlet in class.

3.4 Home Internet Access

Columbia Public Schools provides internet filtering on the district's internal network. These

filters also apply in any other location. iPads or laptops used off school grounds use tiered access system based on student grade level (5th grade, 6-8, 9-12.) Parents/guardians, please take the necessary precautions for internet safety with your student.

a. Students are allowed to set up wireless networks on their iPads. This will assist them with device use while at home. CPS filtering rules will still apply on home and / or public networks. Printing at home will require an appropriately configured printer, proper settings on the device and the correct app.

b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.5 Using the Camera

CPS devices come equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. iPad or laptop cameras may never be used in a locker room or restrooms.

4. Managing files and saving work

4.1 Saving to the iPad / laptop

a. The iPad and laptop afford limited electronic storage space. As with all electronic files, it is good practice to back-up, duplicate, or archive files to an independent storage space.

b. Digital storage space is available via the student's personal Google Drive or Microsoft OneDrive.

5. Software / apps

5.1 Originally Installed Software/apps

a. The software/apps originally installed by the Columbia Public Schools must remain on the device in usable condition and be easily accessible at all times. Students may add apps via Self-Service or System Center / CPS Microsoft store based on device operating system.

b. Some courses will require specific apps at specific times of the year.

5.2 Additional Software/apps

Students are allowed to load extra apps from Self Service on their iPads insofar as they do not interfere with academic need. All CPS purchased Apps downloaded through CPS Self Service will be forfeited by the student user upon graduation.

5.3 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the iPad or laptop will be restored to factory settings. CPS does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.4. Software/app upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad or laptop for periodic updates and syncing.