

Damage-Theft-Loss of CPS One-to-One Devices & Accessories

Student and Staff Policy

Columbia Public Schools reserves funds to cover some instances of damage or theft of one-to-one/personal learning devices and equipment (includes keyboard cases/attached keyboards). 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 policies and procedures.

Instances of Accidental Damage and Theft

1st Instance: No Charge

2nd Instance: \$25.00

3rd 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

1st Instance iPad: \$50.00

1st 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 year, the fine will be refunded.

Device Chargers and iPad Cases

One cable, power brick (collectively the "charger"), and iPad case 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.

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