

COLUMBIA ACADEMY
1:1 COMPUTER USAGE PROGRAM
GRADES 1-12

Columbia Academy seeks to enhance classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology in the curriculum. As such, Columbia Academy is dedicated to creating a collaborative and equitable learning environment for all learners by providing a 1 to 1 computer usage program for students.

DEVICES AND DEVICE PURPOSE

Columbia Academy will be supplying each student in **Grades 9-12** with the same computer device - specifically a *13 inch Apple MacBook Air* - to take home with them and to be used for their assigned schoolwork.

Students in Grades 1-8 will have access to a Chromebook for use while in the classroom, but will not be allowed to take the device home.

These devices are the property of Columbia Academy and while used by students or staff are not the property of students or staff. The supplied instructional device's function will be to provide each student access to required educational materials needed for each student to be successful.

The Apple computer for Grades 9-12 allows student access to Learning Management Systems (ex. Google Classroom), Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

Personal computers or devices owned by the student which are not the property of Columbia Academy, including but not limited to Ipads, tablets, cell phones, laptops, etc., are not allowed to be used or allowed to access school internet, services, or programs.

DISTRIBUTION OF COMPUTERS (GRADES 1-12)

Classroom set computers will be the responsibility of the teachers in **Grades 1-8** to distribute to students in the classroom environment. Teachers will be responsible for managing the condition of these devices while they are in use by their classroom students. Students should not access classroom set devices unless instructed to do so by a teacher. Teachers will be responsible for ensuring that all classroom devices are secured, plugged in, and charging when not in use by the students.

Apple MacBook Air computers will be distributed and individually issued to students in **Grades 9-12** at the beginning of the school year. Parents/Guardians and students **MUST** sign and return all student/parent agreement forms before the computer device will be issued to the student/students. Assigned computers will be collected at the end of each school year for storage and inspection.. Students will retain their originally assigned computer each year while enrolled at Columbia Academy. Computers will be subject to periodic inspection by faculty or staff during the time that the device is in the possession of the student.

DEVICE USE AND RESPONSIBILITY OF STUDENTS (GRADES 9-12)

Students in Grades 9-12 will take greatest care and responsibility to care for their issued computer device. No exterior personalization or stickers or may be placed directly on issued computers. It is recommended that students purchase a protective hardshell cover for their device. Students may choose to personalize the computer, but may not in any way alter or apply adhesives or materials directly to the issued computer.

Issued student computers are intended for use at school each day, therefore students are required to carry their personally assigned computer with them at all times to every class. Additionally, their issued computer is required to be fully charged (Macbook Air computers have a rated battery life of 18 hours). Repeat violations of this policy will result in loss of take home privileges.

In addition to any expectations that individual teachers may have for computer use, all school messages, announcements, calendars and schedules will be sent, available and accessible using the issued computer device provided to each student. Students must be responsible to bring their assigned computers to all classes. No computers should be left in the hallway or in student baskets at any time. If a student leaves their assigned computer at home, the student will have the opportunity to use a loaner computer (likely a Chromebook) from the school if one is available. Repeat violations of this policy will result in loss of take home privileges. If an assignment or activity calls for use of issued computers, teachers will not be responsible for contacting a school technology administrator to determine if a loaner computer is available or to provide students who have left their issued computer at home with alternative assignments or materials. Cell phones or other PED (personal electronic devices), unless issued by the Columbia Academy for use, are absolutely unacceptable for use as an alternative device and may not be used as an option to replace the use of the student's assigned computer in the event of forgetting their assigned computer or in the event that their assigned device is not fully charged.

If a student's assigned computer is under repair, a loaner Chromebook will be issued to students if available. Students using a loaner Chromebook will be fully responsible for any damages incurred while in the possession of the student. Typically, loaner Chromebooks should be returned at the end of the school day and should not be taken home unless repairs warrant an extended loaner period.

FINANCIAL RESPONSIBILITY FOR DAMAGED DEVICES (GRADES 1-12)

If a computer assigned to any CA student in Grades 1-12 is lost, stolen, or damaged in any way while in the possession of a student, the students to whom the computer device is issued (and parents) will be held fully and financially responsible for the replacement of their issued computer and/or for any necessary repairs if full replacement is not warranted. Decisions related to replacement of the device will be solely the discretion of the technology team in consultation with the Headmaster. Students will be responsible for paying the full replacement cost if their assigned computer is lost or stolen.

All students using Chromebooks or Macbook Airs are required to adhere to the CA Technology Acceptable Use Policy and the Columbia Academy Handbook.

PADDED CARRYING BAG REQUIRED (GRADES 9-12)

Each student will be required to purchase or obtain a padded case or bag to carry and transport their school issued computer. The bag should also allow for carrying or accessing any cords necessary for computer operation. Each student should have the computer in this padded case whenever transporting their computer around the school or to and from school.

While a padded carrying bag is required, it is recommended that students also purchase a protective plastic cover for their issued computer device to provide an additional layer of protection to their device. Protective plastic covers usually come with a protective keyboard skin to keep dirt and debris away from the interior of the computer. School administration has additional information for case specifics if interested.

FEES (GRADES 1-12)

The total cost of an Apple MacBook Air is approximately \$1200.00, and the cost of a Chromebook is approximately \$400. Computers that are lost, stolen, or damaged in such a way to warrant replacement will be determined by school administration in consultation with an appropriate technology representative of Columbia Academy. Replacement cost will be for a new and full replacement computer. No rebuilt, or salvaged computers will be acceptable for replacement of an assigned computer.

If a Macbook Air computer requires any repairs while in the possession of a student, it may be eligible for the AppleCare program. The technology team will determine if repairs required are a result of normal wear and tear or if the repairs are a result of student negligence. The AppleCare program fee is \$99.00 and the costs of accessing the Apple Care program will be the responsibility of the student to whom a device is issued - if the repairs necessary are a result of any student causing damage to the device. These costs will be documented and charged for payment prior to any repairs being made to the damaged computer device.

If a student loses or damages any accessory to the Macbook Air computer (ex. charging cords, etc), the student will be responsible for purchasing specifically Apple products for the replacement of any accessories that are necessary for the computer to function properly. Additional fees may be assessed if an Apple MacBook Air is not returned by the end of the school year at a date and time announced by administration.

Use of any non-Apple or off-brand products may cause an Apple computer to not function properly. No non-Apple parts should be used for charging batteries or for connecting a CA issued Apple computer to any other device while in the assigned student's possession. Use of non-Apple or off-brand products with a CA issued Apple computer may result in additional fees related to repair.

Failure to appropriately care for any CA issued device or creating any condition that results in damage more than 2 times will result in the student losing the privilege of taking the device home and will only be allowed to use the device in class and at school.

COLUMBIA ACADEMY TECHNOLOGY ISSUED TO STUDENTS (1:1 PROGRAM)

Columbia Academy will issue a laptop, tablet, and/or other personal electronic device (PED) to Columbia Academy students as part of the CA ONE-TO-ONE program. Any device issued is the complete and exclusive property of Columbia Academy. No portion of this device, including its charging cables and cables necessary for activation are the personal property of any student to which it is issued.

Users are responsible for the appropriate use of the Columbia Academy devices both at school and at home. Columbia Academy devices are for the use of students for educational purposes. All commercial, illegal, unethical, or inappropriate use of Columbia Academy devices is expressly prohibited.

All users of Columbia Academy devices will comply at all times with the Columbia Academy Student Handbook and Technology Acceptable Use policies. Any failure to comply with this policy will be subject to the User (i) termination of the user's right of possession effective immediately and repossession of the Columbia Academy device, and (ii) discipline under applicable Columbia Academy policies including the Student Code of Conduct outlined in the Student Handbook. Any lost, stolen, or damaged Columbia Academy device must be reported to school administration immediately.

TITLE

Columbia Academy maintains legal right and title to all Columbia Academy technology devices at all times. The User's permission to possess and use a Columbia Academy technology device is limited only to and conditioned upon full compliance with this policy, the User Agreement, the Appropriate Use Policy, and applicable Columbia Academy Student Handbook policies. Columbia Academy administration may, at any time, and without notification to User, demand repossession of and/or access to Columbia Academy owned technology devices.

LOSS, THEFT, OR FULL DAMAGE

If a Columbia Academy device is **stolen**, the user shall immediately notify the Columbia Academy administration. The User will be required to file a full police report and to participate fully in any investigation by police or authorities to recover Columbia Academy property. Once a police report has been filed, Columbia Academy, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the Columbia Academy device. It is imperative that a lost or stolen device be reported immediately. If a stolen device is not reported within three calendar days (regardless of weekends or holidays) to a Columbia Academy administrator, the User (and/or family) will be fully financially responsible for the full replacement costs. The full replacement cost(s) of an Apple MacBook Air is approximately \$1200.00 per device. Chromebooks cost approximately \$400 to replace.

If the Columbia Academy device is lost, the user shall be responsible for the full replacement cost of the issued device with a new replacement device.

In the event that a Columbia Academy device or any of the necessary auxiliary materials are damaged, lost or stolen, the user will be assessed for the repair and/or replacement of the device. Repair costs may or may not be covered under school computer Apple Care plans. The issued user will be responsible for any deductible fees for the Apple Care program as well as any uncovered fees or costs associated with repair.

DEADLINE AND TIMELINE FOR REPORTING DAMAGE

Any and all damage must be reported to Columbia Academy school authorities immediately. Any damage not reported, recorded and logged within three calendar days of damage occurring (regardless of weekends or holidays) to a Columbia Academy administrator, the User (and/or family) will be fully financially responsible for costs of damages, up to and including if necessary, the full cost of replacement.

PERIODIC INSPECTION OF DEVICE

Students will surrender their assigned computer device to faculty or staff members upon request without delay or complaint for periodic inspections of the device. Inspection of school owned devices could be either announced or unannounced.

REPOSSESSION

If the user does not comply with all terms of this policy and the Columbia Academy technology appropriate Use Policy, including the timely return of the Columbia Academy device. Columbia Academy shall be entitled to declare the User in default and come to the User's place of residence or other location of the CA property (if necessary), in order to take possession of the issued device and property.

TERM OF RIGHT TO USE A COLUMBIA ACADEMY TECHNOLOGY DEVICE

The User's right to use and possession of the Columbia Academy technology device terminates on the last day of enrollment for the school year or the last day of enrollment at the school - unless earlier terminated by Columbia Academy through suspension, expulsion or any other termination of enrollment. Student and/or employees who leave Columbia Academy during the school year must return all device(s) issued to the student or employee (and all associated auxiliary accessories) to the designated Columbia Academy Administrator.

UNLAWFUL USE AND APPROPRIATION

Failure to timely return any Columbia Academy device upon request or at the end of a students academic year and the continued use of it for non-school purposes without the consent of the Columbia Academy administration may be considered unlawful appropriation of school property and will result in disciplinary and/or legal actions to reclaim school property.

INSURANCE FEES FOR TAKE HOME DEVICES

For any damage that occurs to a Columbia Academy Macbook Air device, there is a required fee of \$99.00 to cover the cost of the Apple Care program that is provided for each device. Families will be fully responsible for payment of this \$99.00 fee to access Apple Care for a device that is allowed to be taken home in the possession of a student. If damage is beyond the ability of Apple Care to remedy and repair the device and based on the type of damage (i.e. cracked glass, broken LCD screen, bent frame, missing keys from the keyboard, etc.) then the student and/or family will still be responsible for the costs to either repair the device to fullest useful condition or to replace the computer device completely at the determination of need by Columbia Academy administration. Costs for damages will be obtained at the time of and upon report of damages to a Columbia Academy device.

DAMAGED DEVICES TAKEN HOME

Any and all damage must be reported to school authorities immediately. If damage is discovered or reported to a teacher, it should be reported in writing to a member of the Columbia Academy administration. Appropriate action steps will be provided upon report of damage to a CA device. Provided Apple power charges and charging cables must be returned or this will be considered damage and students and families will be charged for a replacement Apple product.

HELP AND SUPPORT

Columbia Academy will have a designated technology support person. Students will contact their teachers as a first-level of computer support. Teachers and staff will report any student computer issue or concern to the appropriate school administrator in writing for record who will contact an authorized individual with technology support if additional assistance is needed.

USE OF PERSONAL LAPTOPS AND TABLETS

Personal computers owned by the student which are not the property of Columbia Academy will not be allowed to be used in the academic environment and will not be allowed to access school internet, services, or programs. The purpose of providing a computer to students is that all students will be able to access and use the same materials and computer devices in the learning environment. Columbia Academy will not provide support for any non-CA owned device and will also not install software on any personal device. Personal electronic devices are the complete and sole responsibility of the student and families to which they belong.