



WINDSOR HIGH SCHOOL

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March 7, 2017

WHS Students and Parents,

As you are aware, Windsor High School embarked on a One-to-One initiative beginning with the 2015 - 2016 school year and every WHS student received a Google Chromebook. As we reach the end of this school year, we are looking ahead to make sure that our returning students have the opportunity to keep their Chromebooks over the summer.

To ensure a smooth transition to the 2017 - 2018 school year, with uninterrupted access to the Chromebook including summer usage privileges, Windsor High School is collecting forms and payment until **April 28th, 2017**. Please complete the Chromebook Protection Policy (CPP) form attached to this letter with signatures as well as the yearly fee of \$30.00, which applies to the 2017 - 2018 school year. This \$30 annual fee protects the user against costs of accidental breakage of or damage to the Chromebook for each school year. Again, your \$30 payment will cover the device throughout the summer and all of the 2017 - 2018 school year.

Please submit CPP forms and \$30 fee via cash or check to the WHS main office by Friday, April 28th. Checks should be made payable to Windsor High School.

If the CPP form and \$30 annual fee is not submitted by the April 28th deadline, Chromebooks, cases and chargers will be collected before the end of the school year. If the case or charger is not turned in with the Chromebook, students will be assessed fees outlined in the CPP agreement. Failure to turn in the Chromebook at the end of the year will result in the deactivation of the device and a fine placed on your record.

Sincerely,

Jason Naucke
Principal
Windsor High School

WINDSOR HIGH SCHOOL - CHROMEBOOK POLICY

Ownership of the Chromebook

Windsor C-1 School District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for education purposes only for the academic year. Windsor C-1 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Expectation of Chromebook Use

- The Chromebook is a learning device and should be brought to school on days when school is in session. The devices will need to be charged ahead of time.
- The Chromebooks will need to be kept in a protective carrying case.
- This is a loaned device. The removal or destruction of any ID sticker, barcodes, or engraving is prohibited. Any damage to the physical device will result in the need for repair. Prices for Chromebook repair is provided. See the Chromebook Protection Program on page 2.
- The Chromebooks are assigned to specific students. Do not share or loan the Chromebook that is assigned.
- The inappropriate use of technology, as defined by the Acceptable Use Policy, is strictly prohibited and will result in disciplinary action.

Replacement and Repair

If a repair or replacement is needed, the Chromebook will need to be brought to the Library where a loaner will be issued. Students will be required to pay these replacement costs if the Chromebook is intentionally damaged or lost. The following are the cost of Chromebook parts and replacement.

Item	Replacement Cost
Case	\$40
Charger	\$20
Screen	\$50
Chromebook (includes device, management software, and case)	\$337.00

Any repair fee not listed will be assessed based on the cost of the repair.

Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$337.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Windsor High School must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$337.00 replacement cost. Unpaid fines and fees of students leaving Windsor C-1 School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Windsor C-1 School District
Chromebook Protection Enrollment Form

Student Name: _____

School Year: _____

Grade: _____

Enrollment in the Chromebook Protection Program will repair a Chromebook in the case of accidental breakage or defective hardware (example: screens, headphone jacks, keyboards, battery, touchpad, charger). Chromebook Protection must be paid in full before a Chromebook can be issued.

The Chromebook Protection Program cost per device is \$30.00 annually* and covers one claim in full for accidental damage or breakage of any Chromebook repairs. Second claim within a year will require a \$5.00 deductible. Third claim within a year will require a \$10.00 deductible and fourth claim within a year will require a \$15.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost to the student.

Total loss of a Chromebook, charger , and/or case is not covered under the Chromebook Protection Program. Loaner devices will be made only during school hours. Students are responsible for paying for the total loss of the device. Subject to administration review, a second device may be issued.

I understand the conditions of the Windsor C-1 High School Chromebook Policy. I understand that any violation of the Chromebook Policy, Student Handbook, District Technology Agreement or Chromebook Protection Program may result in disciplinary action, removal of Chromebook/Computer privileges, and/or payment of repair/replacement cost.

Student
Name: _____

Student
Signature: _____

Parent Name: _____

Parent
Signature: _____

Date: _____

For Office Use purposes:

_____ Payment

_____ Check

_____ Student Signature

_____ Parent Signature

Chromebook Parent-Student Handbook