



Fennimore Community School District

Fennimore, Wisconsin 53809

Fennimore Community Schools

1:1 Chromebook Policy and Agreement 2025-2026

The Fennimore Community Schools strongly believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. The 1:1 program for students will create an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning.

Distribution and Collection of Chromebooks

Each year, the Chromebook agreement form must be submitted as part of the required registration process. Insurance acceptance or refusal will also be available beginning at the registration period. Both forms must be filed prior to students being issued their Chromebook. Information about an optional insurance program can be found at <https://gpo.worthavegroup.com/gpo/fennimore> **Worth Ave Group is an independent insurance provider offering a discounted price to parents as individual coverage. The purchase of insurance is not required and the option to purchase insurance is offered as a courtesy. Worth Ave Group's phone number: 1-844-215-3354.** There are separate directions provided to take advantage of this offering. This insurance policy expires each school year.

At the conclusion of each school year, students must turn in their Chromebooks and original (Dell) power cords to the library for maintenance **in the same condition as distributed**. If a student withdraws from the District, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of \$250 to cover the replacement cost. In addition, the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the District.

Asset Tags

All Chromebooks will be labeled with a District asset tag. **Asset tags may not be removed, modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.**

All chargers will be checked in and out through the library. Chargers must be turned in with their barcode still scannable in order to not incur the \$20 lost charger fee. Students should report to the library during the school year to have their barcode re-taped if it starts to peel off.

Protective Sleeves and Carrying Cases

Students are encouraged to purchase a case for their Chromebook, but it is not required. Protective gear can be found online, in big box stores, or technology related retail. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Logging into a Chromebook

Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share account passwords with others, unless requested by an administrator.

Taking Care of Your Chromebook

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Office or Main Office as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended unless locked in a secure location. Students will be issued locks for physical education lockers for security purposes. *The stage is not considered a secure location.* The district will provide locks for hallway lockers on request.

General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be left in a vehicle in extreme temperatures (hot or cold).
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should not have heavy objects placed on them and should never be forced into a storage space.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth

Preparation and Use for the School Day

A charging cord will be issued with the Chromebook. **It is recommended by the district that students charge their Chromebook at home, and leave the charger at home to minimize the chance of losing or misplacing the charger.** Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher.

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students should have their own personal set of earbuds for sanitary reasons.

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students will still be able to print black and white copies from their Chromebooks, however, students will not be able to print color copies directly from their Chromebooks at school. Students may have access to color print stations when color printing work is necessary from desktop computers in the computer labs. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade.

Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy within the Student/Parent Handbook and all other procedures in this document wherever they use their Chromebooks. Mobile Hotspots may be available for checkout in the High School Library for students to use at home when no internet access is available.

Operating System and Security

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s

Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. When a student is using the Chromebook out of the school network, the responsibility of internet usage is the responsibility of the student and the parent.

Repairing/Replacing and Handling Theft and Vandalism of Chromebooks

All Chromebooks in need of repair must be brought to the High School Library Media Center or Tech. Office as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired.

Repair Costs-PER OCCURRENCE (For parents choosing no insurance option)

Payments of repair/replacement costs will be made through the High School office PER OCCURRENCE.

The following are costs of Chromebook parts and replacements:

- **Total Replacement - \$300**
- **Screen - \$25**
- **Keyboard/Touchpad - \$45**
- **Power Cord - \$25**
- **Hinge Replacement - \$40**

Stolen or Vandalized Chromebooks

If a Chromebook is stolen or vandalized during the school day, then students or parents should contact the High School office as soon as possible (608-822-3245). Proper direction and protocol will be handled at that time. If a student's Chromebook is stolen or vandalized outside of the school day, then students and parents must contact the proper local law enforcement and high school to report a theft.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. A paper/electronic report can be generated to include but not limited to the user log, and record of use. The report generated may be shared with Fennimore Community Schools School District and/or Law Enforcement.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Acceptable Use Policy signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this Chromebook Procedural Manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school could then be turned off.

Pupil nondiscrimination statement:

It is the policy of the Fennimore Community Schools that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Translation Statement:

"Please indicate if you need this information presented in another language.

Por favor indique si necesita esta informacion en Espanol."

Fennimore Community School District Chromebook Usage Contract

Fennimore Community School District has purchased Chromebooks for student use at school and home. When a device is checked out, the appropriate content will be available to the device.

In order to check out a device, the student and parent/guardian must agree to the following:

1. I understand that I am completely responsible for the device while it is checked out.
2. I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added, including the district red and white asset tag label). ****Removal of the serial number sticker from the bottom may result in a voided warranty and you financially responsible for the device see #14 below.**
3. I understand that if I notice the serial number label on the bottom wearing off I will bring the device to the technology office for immediate reattachment; this also includes all school district labels.
4. I understand the device should not be placed or stored in extreme temperatures.
5. I understand the device should not be stored in wet or humid areas.
6. I understand that I am not permitted to loan the device to anyone else.
7. I agree to follow the Fennimore Community School District Acceptable Use Policy.
8. I agree to return the device in the same condition in which it was checked out.
9. I have read and understand the Chromebook Policy .
10. I understand that I am responsible for all repairs according to the repair schedule.
11. I understand there is a third party optional insurance policy that may be purchased and the District has made me aware of the vendor.
12. I understand that if I am given a loaner device to use from the library, I must follow all parts of the contract listed above; including my financial responsibility for the loaner while in my possession. Loaners will be available from the library based on need and availability; misuse of this privilege by overuse (ie. Forgetting your device at home or not charging your device) may result in denial of a loaner device; however-LOANERS CANNOT BE TAKEN HOME.
13. I understand I will bring my device to school charged and ready to use each school day.
14. **I understand that I am not permitted to remove the serial number from anywhere on the unit; this voids the warranty. If the serial number is removed while I have the device signed out, I am financially responsible for the unit cost according to the payment schedule.**

Repair Costs if refusing insurance

- **Total Replacement - \$300**
- **Screen - \$25**
- **Keyboard/Touchpad - \$45**
- **Power Cord - \$25**
- **Hinge Replacement - \$40**

Insurance claims will be submitted by the school. Your student will see Mr. Myhre with the Chromebook to get the process started.



Application valid for
2025 school year



Protect Your K-12 School-Issued Device

Avoid costly repairs and replacements with comprehensive protection.

Fennimore Community Schools

Fennimore, WI



Unlimited
Claims



Accidental
Damage



Cracked
Screens



Spills & Liquid
Submersion



Fire, Flood &
Natural Disasters



Power Surge
by Lightning



Vandalism



Theft

NOT Covered: Manufacture Defect & Mechanical Failure, Cosmetic Damage, Wear & Tear, and Unexplained Loss.

Device	Coverage	Deductible	Price
Dell 3120	\$299.00	\$0.00	\$30.00

Policy Term:

8/1/25 to
8/1/26

Deadline to purchase coverage: **September 30, 2025**



To purchase please visit:

<https://gpo.worthavegroup.com/gpo/fennimore/>



Customer
Support:

Phone: (800) 620-2885
Hours: 8am-5pm M-F CST
Online Chat: www.worthavegroup.com



We accept Visa, Mastercard, American Express & Discover



50+ Years
in Business



Leader in
K-12 Device Insurance



Backed by an
"A" Rated Underwriter



Fully Licensed
Insurance Agent



Solicitud válida para
el año escolar 2025



Proteja su dispositivo escolar

Evite reparos y reemplazos costosos con una protección completa.

Fennimore Community Schools

Fennimore, WI



Reclamos
ilimitados



Daños
accidentales



Pantallas
rotas



Derrames y
submersión
líquida



Fuego, inundación
y desastres
naturales



Sobrecarga de
energía por
relámpago



Vandalismo



Robo

No se cubre: Defecto del fabricante y falla mecánica, daños cosméticos, desgaste normal, o pérdida inexplicada.

Dispositivo	Cobertura	Deducible	Precio
Dell 3120	\$299.00	\$0.00	\$30.00

Plazo de la
póliza:
8/1/25 to
8/1/26

Fecha límite para comprar cobertura: **September 30, 2025**



Para comprar, visite:

<https://gpo.worthavegroup.com/gpo/fennimore/>



Atención
al cliente:

Teléfono: (800) 620-2885
Horas: 8a.m.-5p.m. L-V CST
Charla en línea: www.worthavegroup.com



Aceptamos Visa, Mastercard, American Express & Discover



50+ años
en el negocio



Líder en seguros
de dispositivos K-12



Respaldo por un
asegurador calificado "A"



Agente de seguros
con licencia completa