



Northside Chromebook Program

Expectations for Student Chromebook Use

Chromebook Support - Contact Details

T: 3353 1266

E: chromebook@northside.qld.edu.au

IT Services Help Desk Opening Hours

Term times - 7:30am to 4:30pm, Mon to Fri

School Holiday Office Hours - 8:30am to 4:00pm, Mon to Fri

Handle your Chromebook with care.

Daily preparation

- Recharge your device before every school day.
- Leave the supplied charger at home.
- In the event you need to recharge at school, go to the Help Desk.

Storage and carriage

- Chromebooks are to be stored in lockers before school, at morning tea and lunch
- Stow the carry case in your school bag when travelling between home and school.
- Laptops must not be stored in the lockers overnight.
- Chromebooks should never be left unattended.
- Students should know where their device is at all times.
- If you lose your Chromebook, you must report this to the Help Desk immediately.
- Students should check the identification on their Chromebook.
- If you find a laptop unsupervised, it must be returned to the Help Desk. This allows for a single point of management for laptop recovery.
- Use the carry case to store your Chromebook as you move around school.
- There is to be no running, pushing or shoving while the Chromebook is in hand.

Accessory Use

- You may supply your own mouse, compatible external storage device, and headphones, as required.
- Earphones are not for sharing.
- In Middle School, students are not to listen to music during class.
- In Senior School, students may only listen to music with permission of the classroom teacher.

Protecting the device from damage

- The Chromebook should be set flat on the desk in class (not on top of papers and other materials)
- Do not use another student's Chromebook.
- Do not remove or tamper with ID labels on the Chromebook, the cable, or the carry case.
- Do not deface or alter the appearance the Chromebook or the carry case.
- You may add a removable key ring or similar item to the carry case for identification purposes.



- Report issues (e.g. damage, malfunction, misplacement, etc.) to the Help Desk as soon as they arise.
- Do not drop the Chromebook into the case. Hold the case flat and slide the Chromebook in.
- Follow College Acceptable Use as outlined in the Digital Policy.
- Do not attempt to open or disassemble the Chromebook.

Security measures

- Do not share passwords or log-on details.
- Do not attempt to bypass security.

Classroom Use

- Chromebooks are to be used in class only under the direction of the class teacher. Otherwise it is expected that the device will be off and closed until directed by the teacher.
- Images, clips, and sound-bites:
 - Do not photograph or record during the class unless it is part of the lesson and is directed by teachers.
 - Use the Chromebook's camera respectfully and responsibly, and only for educational purposes. Do not share pictures of students in uniform.
 - Photos, movies and voice memo recordings of staff, students and other members of the College community may be captured and used only after asking permission of those involved.
- Out-of-Class Use:
 - Before school and during breaks, Chromebooks are to be used only in the library. This area will be supervised by the duty teacher.

Please complete and sign the following and bring it along with you to the Help Desk to pick up the Chromebook.

Please circle the year level you are in for 2019:

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

I have read and agree to abide by all the expectations listed above.

Print Student Name _____

Student's Signature _____ Date _____