



NORTHSIDE
CHARTER HIGH SCHOOL

Northside Charter High School
424 Leonard Street
Brooklyn, NY 11122
helpdesk@northsidechs.org

Remote Days Policy

This document will outline the policy for Northside Charter remote teaching days. Below you will find expectations and guidelines for use of school-issued technology items and standard procedure when taking classes remotely.

Google Meet and Google Classroom

- Students will be expected to use Google Meet in conjunction with their school-issued email.
- Students will not be allowed to enter Google Meetings or Google Classrooms with any email other than the one provided by Northside.
- Google Classroom codes and invitations will be issued by teachers.
- **STUDENTS ARE** expected to be in advisory via Google Meeting at 8:15 AM. Invites to meetings will be either posted to the student's Google Calendar or through email.

Please confirm with your advisor before an anticipated remote day.

Off-Campus Use Rules

- The Chromebook is an educational tool and should be used in that capacity only.
- NCHS students are responsible for the Chromebook at all times. The school is not responsible for any Chromebook off-campus.
- The Chromebook should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of music files (CDs) and software applications.
- Do not EAT or DRINK near your Chromebook.
- **DO NOT MARK** the Chromebook in any way with markers, stickers, etc.
- **DO NOT REMOVE** NCHS labels or asset tags.
- Each Chromebook **MUST** be secured in a backpack while in transit.
- Do not leave Chromebook in vehicles unattended.
- In the event a Chromebook is lost or stolen, please obtain a report of the incident from your local police precinct. In addition, the school must be notified as soon as possible, please send all communication to helpdesk@northsidechs.org.
- Chromebooks will be replaced after the first incident.
- Students will be held responsible for the replacement cost of the lost Chromebook and its power cords after the second documented incidence of a lost school equipment.