



NORTHSIDE
CHARTER HIGH SCHOOL

Northside Charter High School

424 Leonard Street

Brooklyn, NY 11122

(347)390-1273

School-Issued Chromebook Equipment Contract

Dear NSCHS Student:

Below you will find expectations and guidelines for use of school-issued technology items. We ask that you read and review before signing. **Please submit your signed form to the IT Department via Google Form.**

Acceptable 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 left in classrooms, hallways, or off-campus.
- The Chromebook should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of software applications.
- NCHS students are the only authorized users of your school-issued device. Never share or swap Chromebook with another student. Keep your password CONFIDENTIAL.
- Your Chromebook must come to school fully charged with power cords daily.
- 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.
- Do not insert foreign objects into openings of the Chromebook.

Internet Use Rules

- NCHS students agree to adhere to the NCHS Internet Usage Policy signed by each student at the beginning of the school year (Student Handbook Guide).
- The Chromebook issued to you is NCHS property and all content (software, email, Internet usage) will be monitored AT ALL TIMES. Content found that is related to illegal or unethical activities will be reported to the authorities.
- Administrative students have the right at any time to spot check any employee's school-issued device.

Off-Campus Use Rules

- Students are responsible for the care of their Chromebook.
- 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.

Extreme Weather Conditions

In the event of extreme weather conditions such as flooding or blizzards the Northside IT Department will send out a communication to all students to leave their chromebooks with the IT Office. This will be to prevent any damages from occurring. If a student chooses not to leave the chromebook with the IT Office they will be responsible for any damage that occurs out of the school building.

STUDENT ACKNOWLEDGEMENT

I have read and agreed to the **School-Issued Chromebook Equipment Contract**. I understand my responsibilities as a NCHS student. **Violation of these policies will be subject to disciplinary consequences as addressed in the Internet Usage Policy.**

The replacement cost for the Chromebook will be \$400.00.

[Student Signature](#)