



Northside Computer Program

Expectations for Student Computer Use

Computer Support - Contact Details

T: 3353 1266

E: helpdesk@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 Computer 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

- Computer 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.
- Computer must not be stored in the lockers overnight.
- Computer should never be left unattended.
- Students should know where their device is at all times.
- If you lose your Computer, you must report this to the Help Desk immediately.
- Students should check the identification on their Computer.
- 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 provided with your device to store your Computer as you move around school.
- There is to be no running, pushing or shoving while the Computer 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 Computer should be set flat on the desk in class (not on top of papers and other materials)
- Do not use another student's Computer.
- Do not remove or tamper with ID labels on the Computer, the cable, or the carry case.
- Do not deface or alter the appearance the Computer 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 Computer into the case. Hold the case flat and slide the Computer in.



- Follow College Acceptable Use as outlined in the Digital Policy.
- Do not attempt to open or disassemble the Computer.

Security measures

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

Use

- Computer 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 Computer'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, Computers are to be used only in the library. This area will be supervised by the duty teacher.
- Do NOT send spam emails
- Under NO circumstances must you attempt to bypass the school security or filtering for the device.
- If you become aware of any breaches of this agreement you are required to report this to your year level coordinator.

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

Please circle the year level you are in for 2021:

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 and in the Digital policy - Student Responsible Use.

Print Student Name _____

Student's Signature _____ Date _____