

Glen Eira College

Student Guidelines for the use of Google Chromebooks

Chromebook Classroom Guidelines

1. Students should always keep their Chromebook on the top of the desk with 'lid shut' when not in use.
2. Chromebooks are not to be placed on the floor.
3. At the start of the lesson, students should wait until instructed before using their device.
4. Students need to collect all belongings at the end of every lesson checking that they have their Chromebook.
5. Students are not to share their device or password with another student.

Chromebook General Guidelines

1. Students must bring their Chromebook to school and class each day, unless instructed by the Student Management Team that the Chromebook is not required, e.g., on a school sports day.
2. The only exception to this is PE classes. In this subject, students will leave their Chromebook in their locker unless instructed by their teacher to bring it.
3. Students are responsible for checking the news update feed on the College website where information will be posted about GEC events
4. Games are not to be played at school at any time on the Chromebook. School endorsed apps are exempt.
5. When carrying the Chromebook from class to class, it must always be closed.
6. Chromebooks are to be locked in lockers out of class time. This includes before school, recess, lunchtime and after school.
7. If students need to complete work on their Chromebook outside class time, they will be required to work either outside the Junior School Office or in the library.
8. Students are not to use their Chromebook in outdoor areas, unless participating in a specific class activity which is being supervised by a teacher.
9. Chromebooks must be placed in school bags when the student is coming to school, going home or attending a school excursion.
10. Students are not to take their Chromebook to activities outside of school, e.g., sporting events or excursions, unless directed by their teacher.