

End of Year Tech Guidelines

Teacher Laptops:

[Backing Up Files Resource](#)

You may complete the steps on your own or attend help sessions on:

- Tuesday, May 15th 7:30-8:10 in the Tech Lab
- Tuesday, May 22nd 7:30-8:10 in the Tech Lab

Reimaging:

- Expect a two hour turnaround time.
- I will have completed laptops available in the Tech Lab for you to pick up
 - Friday, May 25th 8:00-11:00
 - Tuesday, May 29th 8:00-10:00 OR 10:00-12:00

Teacher iPads:

- All Teacher iPads will be turned into Megan Fleet by Thursday, May 24th @ 8:15 am. These will not be returned as they are obsolete.

To Do:

1. Wipe Down **Teacher Laptop & SmartBoard Laptop**.
 - a. **Laptops:** Clorox wipe on the top & bottom when it is closed & alcohol wipe on the keyboard. Leave the device open for 5 minutes after cleaning the keyboard. Microfiber cloth on the screen ONLY.
2. Back up Teacher Laptop & SmartBoard/Promethean Board Laptop
3. Remove Files/Items from Student Devices:
 - a. **Chromebooks:** Students need to sign out of their chromebook, click on their user, click on the little arrow next to their name, then select Remove this user. Please remove all users from the chromebooks.
4. Clean and Wipe down ALL devices:
 - b. **Laptops & Chromebooks:** clorox wipe on the top & bottom when it is closed & alcohol wipe on the keyboard. Leave the device open for 5 minutes after cleaning the keyboard. Microfiber cloth on the screen ONLY.
5. Send home headphones with students.
6. Keep microfiber cloths to use next year.

TURN IN:

- _____ **Teacher Laptop & SmartBoard Laptop:** windows
- _____ a. Friday, May 25th 8:00-11:00 OR Tuesday, May 29th 8:00-10:00 OR 10:00-12:00
- _____ **Teacher iPad** must be turned in by Thursday, May 24th by 8:00 in the Tech Lab.

- _____ **Chromebook Carts to Gold Mine Room after 12:00pm Fri. 5/25**
(please note they may not be turned in early)

- Tape the keys to the cart & paper with teacher name on it.
- Report any issues with a piece of paper taped to the cart.