



Dear Class of 2020 Students,

Congratulations on your upcoming graduation! Please find some important technology-related information about your departure from Essex North Shore Agricultural & Technical School.

Google Accounts:

Many of you would like to keep the contents of your school-issued Google account. Your account will be kept open by the school for one year. However, we highly recommend not waiting a whole year to save your files. You have two options for saving your Google Drive items. You can either transfer them to another personal Google Account or Download a copy of them, we are providing video directions on how to do both of these processes below.

1. **Transfer:** If you have a personal Google Account, you can use [Google Takeout's Transfer Feature](#) to make a copy of all of your Google Drive items (and emails if you choose) directly to your personal Google Account. Please watch [this video](#), which outlines what that process looks like.
2. **Download:** If you don't have a personal Google Account, you can download a copy of your Google Drive items (and emails if you choose) as compatible files (such as Word documents and PowerPoint presentations) using Google Takeout. Please watch [this video](#) which outlines the whole process.

iPads

Paid or bring your own: If you purchased an iPad through the school or brought your own device from home, please complete [this Google Form](#) to send us the serial number of your iPad. Once we have the serial number we can release the iPad from the management system. You can find the serial number of your iPad in the Settings app > General > About > Serial number or located on the back of your iPad in small print.

Once the device is released from our management system you will be able to remove the management profiles from your iPad. Depending on how your device was originally managed you may be able to simply remove the profile or you may need to perform a factory reset of the iPad.

1. Attempt to remove the Essex Tech Profile. Open the Settings App > General> Device Management> Essex Tech MDM Profile> Remove
 - a. If you were able to tap remove, your iPad has successfully been un-managed.

2. If 'remove' is not an option, we need to perform a factory reset.
 - a. Backup everything on your iPad that is not synced to iCloud that you want to save. You can read [these directions](#) if you need help backing everything up.
 - b. Once everything is backed up, reset your iPad. Open the Settings app > General > Reset and then select Erase All Content and Settings. After typing in your passcode if you've set one, you'll get a warning box appears, with the option to Erase iPad) in red. Tap Erase.
 - c. Once the iPad is reset your device will no longer be managed.

Borrowed If you borrowed an iPad from the school or did not complete your iPad payment plan please plan on returning your iPad during your scheduled senior pickup week time slot during the week of June 1st. The iPad must be returned in good condition: free of cracks, and include a functional charger (cable & adapter). If your iPad is cracked or otherwise severely damaged, or missing a charger you will be charged a \$50 fee, made payable by cash, check, or credit card. Seniors who we have listed as borrow will receive a separate email as confirmation.

AppleIDs

If you are currently using your school Apple ID as your primary Apple ID, we recommend changing your email address to a personal address. Please follow [these directions](#) on how to change your Apple ID email address.

Support

If you need help completing anything listed above please email us at helpdesk@essextech.net and we will get back to you as quickly as possible.

We wish you nothing but the best on your future endeavors,

The Technology Department,
Mr. Marino, Mr. Coppinger, Ms. Garron, Ms. Kindler, Ms. Garron, and Ms. O'Brien

Joseph V. Marino

Director of Technology

Essex North Shore Agricultural & Technical School

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