

June 2018 ~ Wayland Technology - Technology End of Year Information

Dear Teachers,

Please read the end of year technology procedures below and complete the Checkout Form.

Everyone please complete the teacher device check-out form so it's clear what equipment is being stored at school for the summer and what equipment you will be taking home (such as your teacher laptop and power cords): [Checkout Form](#)

Classroom Device Carts (iPad and/or laptop):

- Shut down all iPads and laptops before using appropriate wipes to clean. **Do not use really wet wipes on laptops and iPads as the liquid will damage the equipment.**
- Please label your classroom carts with your room number and grade. This is for the technicians for inventory purposes.
- **Shut down the equipment, plug in and put in their appropriate slots.**
- ***Return all carts to the computer lab by 3:00 pm on Friday, June 22nd.***

Other Equipment

- Clean all hardware using appropriate wipes
- Wrap Document Camera cords and cover on existing cart (**disconnect from wall only**)
- **Please remove all batteries from remotes and other equipment for the summer**
- Please store interactive whiteboard pens for the summer.

TA Laptops:

- Turn in laptops and chargers by end of the day on Friday, June 22nd.

Teacher Laptops:

- Teachers may take home their laptop
- It's good practice to back-up all school-related files saved locally on your teacher laptop to the school's network drive. [Here are directions with several different ways to back-up your files.](#)
- **Exceptions to back-up:**
 - School photos and iTunes libraries should be saved to a separate USB thumb drive or external hard drive. (**NOT TO THE SERVER**)
 - Personal documents and photos should also be saved to separate USB thumb drive/external hard drive or saved up to a personal gmail account.