

Preparation for Summer Break

1. Devices that **won't** be used over the summer
 - a. Shut off and disconnect power from desktops, laptops, iPads, tablets, projectors, Red Cats, microphone chargers, dual boards, document cameras, copiers and printers.
 - b. Laptops, iPads, tablets, power adapters, dual board pens, projector remotes, Red Cats, microphones and chargers, mobi's, mobi receivers and pens, and document cameras should be stored in a secure area.
 - c. If you have an issue with a device, create a Help Desk ticket. Give a detailed explanation of the issue and the location of the device. Put a note on the device.
2. Teacher moves, retirements and resignations
 - a. If you are moving to a different room within your current building
 - i. Take your teacher laptop and or teacher iPad, power adapter(s) and desk phone. Your phone extension stays the same.
 - ii. Gather all of your technology equipment, cords, receivers, remotes, etc. and put them in a box for the new teacher.
 - b. If you are moving to a different building
 - i. Take your teacher laptop and or teacher iPad and power adapter(s).
 - ii. Do not take your desk phone. You will receive a phone and the extension of the person you replaced.
 - iii. Gather all of your technology equipment, cords, receivers, remotes, etc. and put them in a box for the new teacher.
 - iv. After you move, create a Help Desk ticket to have a Technician update your computer name and site and location in Destiny.
 - c. Retiring or resigning
 - i. Your district logon/email account will be disabled when your employment is terminated in FinancePlus. Prior to your termination date, copy or move files and emails that you want to keep.
 - ii. Turn in your laptop and or iPad and power adapter(s) to the Registrar on your last day. Leave your desk phone and all other technology equipment in your classroom