

Technology End-of-the Year Checklist

Classroom Computers

___Back up all files--DO NOT ASSUME THAT ANYTHING PRESENTLY ON YOUR CLASSROOM COMPUTER WILL BE THERE WHEN YOU RETURN NEXT FALL. Save to your drop box and/or an external drive-burn a CD of important data. Do not back up applications (the software program itself) just your documents.

___Clean out your drop box.

___Passwords--make sure all passwords on Foolproof or KidDesk on classroom computers running OS9 or below are changed to apple before you leave for the summer. (directions are on the back of this sheet)

___If you are not checking out your laptop, you can access your scsk12 account by going to <https://mail.scsk12.org>

___Clean classroom computers and printers

Dust keyboard, clean mouse, dust vents on the computer and printer. If you are using a board approved cleaner-spray on the cloth, not directly on the computer. Old dryer sheets can be used for dusting computers and/or printers.

___Clean tables

Dust under computer and printer. Clean the cable tray (hole in the back of the table that holds various wires, cables.)

___Your computer must be ready to be moved as the custodial crew cleans. No cords or cables should be running between tables--no wires should be left on the floor.

- * Leave computers and printer power cords plugged into the table.
- * Leave the keyboard, mouse, printer, etc. plugged into the computer
- * Leave the Ethernet cable plugged into the computer
- * unplug power cords that were plugged into the wall outlet
- * unplug network cables that were plugged into the wall or hub
- * if you have a hub, printer, or any other device plugged directly into the wall, unplug all cords from the wall.

___Cover the computer and printer loosely with trash bags so that air can circulate around the computer and printer

___Complete information on the Technology Verification Form and turn in by 5/10

