District #205 End of Year Technology Procedures for Staff; School Year 2014-2015

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Portable Computing Devices (District-issued)

- Any district-owned Windows PC laptop computer, iPad, cellular phone, etc., that was issued to you should be returned to your building principal for storage during the summer months. **For Chromebooks purchased with building-level funds, please check with your principal about using these over the summer.**

  - Principals: Check with Technology Director Rick Lawsha

- Knox-Warren Special Education District staff should refer to directions provided by KWSED Director Dawn Michaud regarding end-of-year procedures for the portable devices they have issued.

- Make sure each laptop is shut down properly and completely. If you see any lights at all, it's not shut down completely yet.

- Unplug each laptop's power cord from wall outlets or power strips.

- Close each laptop's lid completely.

- If bags/carrying cases are available and will accommodate, place the laptop and its power cord, mouse, etc., inside & zip it closed.

    ○ NOTE: Power cables DO NOT fit inside Chromebook cases!

- Check to see if your building principal has any further instructions about summer storage, batteries, etc.

- Return any extra charging units to the Technology Department.

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Mobile Labs & Chromebook Carts

- Make sure every laptop or Chromebook is powered off completely. No lights should be visible if it is completely off.

- Place each device in the numbered slot inside the cart.

- Plug the appropriate charging cable into each device. This will make it easier to recharge the devices at the beginning of the next school year.

- Unplug the cart's charging cable(s) from the wall outlet(s) and wrap loosely around the cart's handle(s) or coil & lay on top of the cart.

- Make sure the cart is locked securely.

- Store the key/combination per your building principal's instructions.

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○ If your school's facilities allow, storage in an air-conditioned environment can be helpful. Humidity is the enemy of most electronic devices.

Calculators, Senteo Clickers, Cameras, Web Cams, etc.

● Remove batteries (if they have them),

● If possible, arrange for storage in an air-conditioned environment.

● If these were borrowed at some point, please return to Matt Jacobson or your building's Library & Information Specialist for storage.

Desktop Computers, Monitors, etc.

● Shut everything down completely. (If you see a light "inside" the power button on the computer or monitor, you haven't shut it down all the way yet.)

● Unless instructed otherwise by the Technology Department, unplug the computer, monitor, and any peripheral devices (like printers, speakers, cameras, etc.) from the wall outlets.

　○ If computers/peripherals are plugged into a power strip, simply unplug the power strip from the wall.

● Unless instructed differently, you may leave the rest of the cables and cords attached, including the keyboard & mouse, etc.

● Move things away from your computer & monitor. If maintenance is required over the summer, this will help the techs get their jobs done more quickly.

● **TIP:** Many cables/connections are already color-coded to match up with the proper port on the back of the computer. *If you choose* to disconnect cables (keyboards, printers, monitors, etc.) that are <u>not</u> already color-coded, write a label for each cable with masking tape and attach it to the cable – also put a similar label on the device from which it was removed. This will speed up the reconnection process when you return after summer!

● Dust covers, etc., are nice but are not required. However, **NEVER COVER A DEVICE THAT IS STILL PLUGGED INTO A WALL OUTLET** or a power strip that is still plugged into a wall outlet – even if you think the power strip or device is switched off!

● Computer Labs – Turn all machines OFF, but leave them all plugged-in to allow for updates & maintenance.

SMART Boards

- If it is a wireless board, unplug it from the wall outlet.

- If you choose to clean your SMART Board:

    - Use spray-on glass cleaner, whiteboard cleaner, etc. (The liquid that custodians use to clean whiteboards works very well.)

    - NEVER use anything abrasive (Soft Scrub, Comet, etc.)

    - NEVER use anything with bleach-like qualities (Clorox or Lysol wipes/liquids with bleach or "bleach alternatives," etc.)

    - ALWAYS spray onto a soft cloth first, then wipe the surface of the SMART Board.

    - NEVER spray cleaning products directly onto the SMART Board's surface!

    - NEVER-EVER spray water or cleaning products onto the pen tray or into the pen or eraser "wells."

    - NEVER SCRUB the surface of the SMART Board. This will leave distracting "shiny spots" that can never be repaired.

Projectors

- If your projector is mounted to the wall or ceiling, always use a ladder or step-stool or ask a custodian for assistance.

    - NEVER stand on chairs, tables, etc., to reach something overhead

- Unplug the projector from the wall outlet or power strip. (Please note: In a few applications, this outlet may have been installed above the SMART Board.)

- Remove and clean the filter by blowing the dirt & dust-bunnies off of it. Reinsert the filter the way you found it.

  - Never leave the filter out of the projector!

  - **DO NOT USE COMPRESSED OR "CANNED" AIR TO CLEAN THE PROJECTOR** – this forces crud deeper into the machine.

- Install the lens cap (if available) or slide the shutter closed, depending on the device.

- Place portable projectors inside the carrying case (if provided) and zip or Velcro the flap closed.

- OPTIONAL: After you have ensured that the power has been disconnected from the projector, a simple dust cover may be applied by placing a trash can liner around the projector and securing it to the mounting arm with a single piece of masking tape.

Document Cameras

- Unplug the document camera from the wall outlet or power strip.

- AverVision Doc Cams: Bend the flexible arm "like a rainbow," then insert the camera head into the space provided in the base of the document camera.

● Store the camera on a flat surface, preferably inside a drawer, cabinet, or cart if available.

Printers, Scanners, etc.

● Make sure the device is turned off. The power switch should be in the "OFF" or "O" Position.

● Unplug the power cord from the wall outlet or power strip.

● Covers are nice, but are not required. Never cover a device that is still plugged into the wall.

Speakers

● Powered speakers should be unplugged from the wall outlet or power strip.

● If you have placed any speakers overhead (above the SMART Board, near a wall-mounted projector, etc.), remove them and store them with/near your computer workstation, etc.

Personal Technology Property

● Any personally-owned technology equipment, like flash drives, speakers, cameras, etc., should be removed for the summer.