

End of the Year Technology Equipment Procedures

Directions: Complete **ALL the following that apply** and turn into the front office before you leave for the summer!

Name of Teacher

Date

School Location

Room Number

SMARTboard

- Place pens and eraser in a Ziploc bag and write your name and classroom number on the bag
- Unplug the SMARTboard USB cable from the back of your computer, leave the cable plugged into SMARTboard **only**. Roll the cable up or drape it over the board. The cable should no longer be connected to your computer but only connected to your SMARTboard

ACTIVboard

- Place your pen(s) into a Ziploc bag and write your name and room number on the bag
- Store your Activwand in a safe location
- Unplug ACTIVboard USB cable from your computer, leave the gray cable plugged into the ACTIVboard **ONLY**. Roll the cable up or drape it over the top of the ACTIVboard. The cable should no longer be connected to your computer but only connected to your ACTIVboard

Projector

- Pack your projector remote into the same bag with your Smart/Activ pens. If you do not have an ACTIV/SMARTboard, then place your projector remote in a ziploc bag with your room number on it.

SMART Airliners/Mobi's

- Charge** the Airliner/Mobi battery **FIRST**
- Once the battery has been charged, unplug the battery from the back of the Airliner/Mobi and store the Airliner/Mobi and battery in a secure place with your name and room number on it

NOTE: If you leave your battery plugged into your Airliner/Mobi, the battery **WILL DIE and cannot be recharged!**

A NEW BATTER would have to be re-purchased!

- Take the SMART Airliner bluetooth USB OR the MOBI USB and store it with the Airliner or Mobi
NOTE: The Airliner/ Mobi has a place in the back for the USB storage **A replacement USB is over \$200.00!**

ACTIVslate

- Store in a secure place with your name and room number on it with a Post-It note.

CPS Clickers (Regular, SPARKS, PULSES)

- Take batteries out of CPS clickers and store them separately-the batteries WILL corrode over the summer
NOTE: This will cause the clickers not to work and cannot be covered under warranty!
- Unplug the CPS USB receiver and USB cable from your computer, both the receiver and the cable need to be stored in the CPS case along with the clickers.

ACTIVotes

- Take batteries out of each ACTIVote "egg" and store them separately-Batteries will corrode over the summer
NOTE: This will cause the ACTIVotes not to work and cannot be covered under warranty!
- If you have your own set of ACTIVotes for your classroom, put your room number on the case.

Please **READ CAREFULLY** and Sign Below:

I attest that I have followed these procedures in storing the Technology Equipment. All of the Technology Equipment issued to me has been taken care of as mentioned on this form. I am aware that I am held responsible for making sure that this has been taken care of.

I am aware that by failing to do so could cause equipment NOT to work correctly in the future and I am aware that this equipment, due to budget limits, may not be replaced.

Teacher
Signature

Date

Confirmed Signature by Office Staff

Technology Equipment Costs

*****NOTE: With Money being TIGHT, replacement equipment is NEVER guaranteed**

Projector & Mount \$829.60	Mobi Teacher \$264.00
ACTIVboard \$1795.00	Mobi USB \$223.00
SMARTboard \$1400.00	ACTIVotes \$1720.00
ACTIVpens \$195.00	CPS Clickers \$ 1210.00
SMARTboard pens \$30.00	CPS Sparks \$1710.00
ACTIVboard Wand \$79.00	CPS Pulse \$2410.00
SMART Airliner \$369.00	iPads \$499.00
ACTIVslate \$324.00	iPods \$199.00
Airliner Battery \$63.00	