**Year End Technology Procedures**

Given our limited resources in the area of technology support this summer please do the following, to the extent possible, prior to leaving for the summer:

**General:**   
  
Report any problems to me so that they may be addressed over the summer. Feel free to send an email to [odomg@andalusia.k12.al.us](mailto:odomg@andalusia.k12.al.us" \t "_blank)

Lock up all items such as Mobile devices, Apple TV, iPods, iPads, Laptops, Mice, Keyboards, Printer, Document Cameras, etc.

Do not move printers from room to room. Most of the computers are set up to print in specific rooms and if you move them, they may not work.

**Computers and Hardware:**

Please return all laptop carts, carted projectors, cord reels, carted devices, etc. to the Library Media Center by Wednesday, 5/23/2013 (or sooner).

Over the summer, all the computers will be removed from your classroom for the purpose of cleaning the floors so check all the power cords, network patch cables and printer cords to make sure they are **unplugged** and that there is no damage to the cords. **Be sure to unplug these at the device. Do not attempt to unplug these from the wall outlet or switch cabinets.**

Put your name on all the devices that have been assigned to you if it is not already there.

**Desktop Computers:**

1.Shut down all computers, monitors, printers, projectors, and document cameras, etc.,.

2.Clean the student computers, monitors, mice and keyboards. (Lysol wipes work really well.)

3.Cover computers with plastic bags.   
  
**Printers:**

1.Remove the cartridges from the inkjet printers and store them in zip-lock bags. They tend to dry out and/or stop up the inkjet print head pump if left in the printer over the summer.

**Teacher Computers/Laptops**

1. Back up anything you don’t want to lose. This should be done often, not just at year-end.

2.Save all your important documents, photos, or other files in at least two different locations (for example to two different flash drives or in your Google drive account). Don’t forget to back up bookmarks as well.

3. Clean up your laptop internally - Organize your files - create folders to store documents and rename documents to better describe their contents.

4.Organize the desktop – delete unnecessary items and create folders to store like items. The more items you have on the desktop, the longer it will take your computer to start especially on a windows device. Empty the recycle bin.

**Other:**

1. Please email me any information you would like to see included in the Aug/Sept. release on the Andalusia City Schools website under the Technology section which will be created over the summer. I will need this by the end of July 2013.

-- Enjoy your summer break