

Technology Equipment at each Campus for End of Year Procedure

All technology is inventoried to the rooms that your staff occupies, with one exception. iPads are inventoried to individuals. If you are having any of them change classrooms, the only item they will take with them will be their iPads (and anything they personally own). iPads go with the teacher/staff member even if they transfer to a different campus.

All teacher laptops and iPads will need to be checked in at the campus (for the High School, this will be done in the library by the librarian). Some of you might want to do this with your campus technician or librarian. This is up to you to figure out your best procedure. Make sure you let your staff know that they need to move any documents that they would like to keep to the "My Documents" folder before they check in their laptops. This will back up their data onto our file server. Once the teacher laptops/iPads are checked in, you can then check them out to anyone who will be in the same room for next year and wants to check them out for the summer. For those that are changing rooms, you will need to figure out which room they are moving to and check that laptop out to them. For any items that will have to be moved, please let Stephen Taft or myself know so that we can correct our inventory system.