

Technology Department Newsletter



Backup, Backup, Backup!

Be sure to backup all your files from your laptop and your network drive if you have one! When you move schools, you will lose access to your network drive. **All laptops WILL be reloaded and you will lose all your files.**

End of Year Announcements

As the end of the school year approaches, please make sure you follow these instructions to prepare district technology (laptops, iPads, printers, desktops, Chromebooks etc...) for the summer.

2-Step Verification

If you haven't set up 2-Step Verification please do it now.

Click here to set it up:

[2-Step Verification](#)

(if you need help, put in a ticket)

Governance Policy

The school board approved the [Data Governance Manual](#) on April 18, 2019. Here is a quick [slideshow](#) highlighting the main points. If you have any questions let us know.

Website Unblock Request Link

Here is the URL for the [Unblock Website Request Form](#). Please share this link with your students.



Please don't hesitate to [contact us](#) with any questions!

1. **Laptops and Chromebooks/iPads must be turned in at the end of the school year.** This includes all staff members that work in the summer. If you are teaching this summer or if you are taking classes you **still** must turn in your laptop. If you need your laptops over the summer for a school-related purpose, you will be able to sign them out and pick them up after July 1st.
2. Please turn in your laptops and Chromebooks/iPads (AND POWER SUPPLIES) to the following locations:
 - a. High School - Library
 - b. Brown School - Office
 - c. Middle School - Office
 - d. Hillside School - Office
3. ALL STAFF PC's (laptops and desktops) will be reloaded with the majority of them upgraded to a solid state hard drive. **You will lose all your files - backup all your files to Google Drive and/or a USB drive.** If you need help backing up your files, Autie, Kayla, and Irina would be happy to help you. However, please do not wait until the last day to ask for help.
4. If you know the room number of your new classroom for next year, please label your laptop, power supply, and Chromebook/iPad with your name and new location. This will allow us to install the correct printers on your device.
5. All iPads, will be reloaded this summer. All files, pictures, and apps will be removed. Please backup all your files and photos. If you need help, please let us know.

***Before you turn in your iPad this summer, please remove your iTunes account from the device by following the directions below. Please also remove your passcode locking your device. Failure to do so will cause major delays in receiving your device back.**

1. Settings > iCloud
 2. Scroll down and tap Sign Out
 3. Enter Password
 4. Choose Delete from My iPad
-
6. This is also a good time to clean up your email and delete any emails that are no longer needed. We are also asking that you delete any files that you no longer need from your network N: drive.
 7. Please put in a [help desk request](#) if you have any questions.

All student Chromebooks will be cleaned, reloaded, and updated over the summer.