

## End of Year Technology Checklist For Classroom Computers

- If you have data of extreme importance on your computer, a suggestion would be to back it up to floppies or a flash drive, save a copy to a server, e-mail it to yourself at home, save it in your space on MassOne or burn a CD-R (not a CD-RW) of the data. The method of back-up differs from school to school.
- If you are in a school with a file server, and you have files from Discovery Streaming or large collections of photographs on the server, please burn them to a CD-R. They will be deleted off of the servers during the summer.
- Before you unplug the network cable from the wall, please mark the jack it is plugged in to with an “X” in permanent marker. This will make it easier for you to determine the “live” drop in your classroom when you return in September.
- Label all parts of your computer with your room number on a piece of masking tape.
- No classroom laptops or desktops leave the building under *any* circumstances for the summer months. Please put the laptops and power supply in a secure place for the summer. Some schools collect of the laptops in an air-conditioned space for the summer (such as the SBES computer lab). Contact your technology subject coordinator for the method for your school.
- Please make sure your desktop computer CPU, monitor, and printer are unplugged from the wall. Do NOT lock up the mouse, keyboard, power strip, or power cord in the event that maintenance needs to be done on the computer in the summer. You may lock up speakers, headphones, microscopes, and other small peripherals if you wish.
- If all of the items are to be removed from your classroom for cleaning of the room, and your computer is not on a rolling cart, it is suggested you unattach the monitor, mouse, and printer cable from the desktop to make it easier for custodial staff to move each separate piece.
- If you are covering your classroom computers, please use a clean sheet or large cloth. Do not use any type of plastic sheet or vinyl tablecloth.
- If you have specific questions, feel free to call Kathy Schrock (508-255-0016 x216) or ask your technology subject coordinator.