

**MEMORANDUM****To: Principals and Campus Staff****From: John Orona Director of Desktop Services
Doretta Walker Director of Network Services****Date: May 6, 2010****Re: End-of-Year Procedures**

In an effort to ensure improved service and accountability for all technology equipment, the Technology Department has designed an end-of-year standard procedure for this equipment. Your compliance in completing these procedures will assist in alleviating any future problems and increase the effectiveness in repairing and tracking equipment.

NOTE: It is important for staff to be aware that all classroom computers are a part of the classroom inventory; therefore, all classroom computers must remain in that designated classroom on their campus. Computers are district property, so please do not write on the computer hardware. When labeling computers, place the room number on an index card and tape it to the CPU.

File Maintenance

- Save all files in My documents you want to keep to your H:drive, CD, or Thumb drive
- Clean up and save all files in Home directory (H:) This drive will not be erased.
- Clean up shared drive (T:) This drive will not be erased.
- Archive (backup) the desired files from student shared drives (elem. = K: secondary = H :) These drives will be erased.

Outlook (Email)

- Archive (backup) any desired files in your email folders to a CD, ZIP or Thumb Drive
- Clean out (empty) the following folders: Inbox, Sent Items, Drafts, Junk Email and Deleted Items
- Activate the Out of Office Assistant
- Check your email this summer periodically via My JISD District Portal so your box does not become full

Computer Maintenance

- Submit a work order in Eduphoria! Help Desk for any technical issues
- Clean all external surfaces of monitor, keyboard, CPU, mouse w/ a damp towel
- Do not remove computer from the classroom. It is part of that classroom inventory.
- Shut down your computer and turn off monitors
- Disconnect network cable and unplug power cable from wall
- Label the computer stations with a room number using an index card. **Do not write directly on the computer or on any computer parts.**

Peripherals

- Disconnect TV converters and projectors from the computer. The cable should remain connected to the TV or projector
- Turn off all local printers in your classroom
- Turn off network printers, disconnect power cable from wall, disconnect network cable and use index card to label with room number
- Check-in all non-mounted projectors, handhelds, cameras, tablets and laptops to the librarian.