



Name: \_\_\_\_\_ Room #: \_\_\_\_\_

## 2021 End-of-Year Technology Checklist

Please complete this form and return to your Principal before leaving for the summer.

### Student Devices

Yes N/A

Teachers may be asked to help with documenting the collection of 1:1 student devices. Students in K-6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> grades must turn in the following:

- Laptop or iPad
- Laptop Charger or iPad Charging Cable and Brick
- Pen (if applicable)
- Hot Spot (if applicable)

**\*Note:** Students attending ESY will have access to devices in-building to complete ESY work, therefore all students in K-6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> grades should return their device. The only exception is for students with assistive technology through an IEP.

Any remaining student devices located in K-6 classrooms (or not in a cart), should be labeled and sent to the library for storage over the summer. Specialty labs in grades 7-12 should be turned off before leaving for summer.

If you or a student has borrowed a building iPad or laptop, please ensure it gets returned to the library for inventory purposes.

Student laptops automatically save files, desktop items, photos, etc. to their personal OneDrive. You may want to remind students or families to save any of the following to avoid deletion:

- Photos or videos from student iPads
- Seesaw posts and activities are accessible as long as students are in CBSD

### Teacher Laptops

Yes N/A

Only contracted teachers returning in the Fall should bring teacher laptops home for the summer. The guidelines for proper care can be found on your District Laptop Agreement Form. A copy of the form can be [found here](#).

If you fall into one of the categories listed below, you must return all teacher devices to your Principal by your last working day. This could include any of the following: teacher laptop, digital pen, charger, case, and teacher iPad with charger and case.

- Long-term substitute (LTS)
- Retirements/Resignations
- Assigned per-diem subs
- Teachers not starting the school year (FMLA, Sabbatical, etc.)

To avoid any login problems with email and Office365 over the summer due to a password expiration, we recommend you reset your AD password before you leave. To reset your password:

- Press CTRL+ALT+DEL on your keyboard (while in-building)
- Select "Change Password"
- Restart your laptop while in-building
- After resetting your password, you may need to forget the CFF Wifi network and rejoin again. Please follow these instructions found [here](#).

## External Devices and Accessories

**Yes      N/A**

Unplug all boards/projectors from your computer---not from the back of the interactive whiteboard. Wrap a rubber band around the cord and place behind the back of the board.  
\*Cords should not leave the physical board.

    

All projector remotes should be labeled with your Room # on a piece of masking tape. Make sure it is accessible for any possible summer classroom use.

    

## Document Cameras, Microphones, Speakers, & Miscellaneous Items

**Yes      N/A**

All Logitech tower cameras should be stored in the classroom for which it was purchased. These should not travel with teachers to other classrooms or buildings. List where you stored the camera here: \_\_\_\_\_

    

Teachers who borrowed any equipment to teach from home should return all equipment to their BCS tech or Principal by Monday, June 14<sup>th</sup>.

    

All district phones must remain plugged in until July 17<sup>th</sup> to receive necessary updates.

    

Please place miscellaneous equipment in a secure location. List below any items that you are putting away for the summer and where they will be stored.

*Example: Document Camera---Teacher Desk, Wireless Keyboard---closet*

    

**\*Note:** If you have any old and unused technology in your classroom, please give it to your BCS technician so it can be inventoried, reused or recycled.

## General Reminders:

- No student passwords will be reset this summer.** Students will use their current password over the summer and next school year. Please encourage students or families to remember their password.
- Students 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades will be taking their laptops home.** Please ensure students have their case, pen, and a working laptop before leaving for summer.
- Graduating seniors will lose access to their district account on Thursday, July 15<sup>th</sup>.**
  - Encourage students to backup any desired files to their personal OneDrive (or other cloud service).
  - Directions for downloading OneDrive files and OneNote archives can be [found here](#).
  - HS Principals will be collecting personal email addresses from seniors to continue communication regarding future events.
- Outlook App:** Reminder on 6/23/21 mobile phone native apps will no longer function. All staff that want to continue to use CBSD mail on a phone should install the Outlook app. Directions can be [found here](#).
- Access to Resources over Summer:** Students will have access to Office365. Most rostered programs will continue to function until mid-August when the 2021-2022 rosters go live.
- EOY Best Practices for Teachers:** Review resources for closing out the year in Canvas, Seesaw, Teams, OneNote, and Minecraft at <https://www.cbsd.org/teacherresources>
  - ✓ If using Canvas, be sure to backup your course so you can copy it next year.
  - ✓ If not returning to CB, be sure to save your OneDrive files and export any content you wish to keep.
  - ✓ If you are using OneDrive files that have been shared with you by a teacher who is not returning, remember that share links break when the owner of the file leaves CB. Storing files in Teams is one way to ensure files do not leave with an owner.