

TECHNOLOGY

Over the summer, once again our intention is to collect all computers that will not be utilized in conjunction with summer education programs. Below is the process for all staff assigned a district laptop:

(All staff is responsible to print and complete any of the required forms located on district webpage under departments/technology/summer imaging information) [Technology Summer Imaging Information](#)

Teachers

- Drop off **Teacher Assigned Laptop computers** (**no power adapter**) is required no later than Thursday **June 11th**. Complete the Teacher Assigned Computer (Tablet/Laptop) Return Form
- **Use of laptop during summer requires completing Laptop Request Form and administration approval.**
- Any unit not returned **will not connect to the district network next year until technology re-images.**

Classroom

- **All** computer carts must be reassembled and returned to the designated room in each building.
- **Loose classroom laptops** must have a label with the room number and placed in the designated room at each building.

Retiring, Non-returning and Reassigned staff members

- A **Teacher Assigned Laptop Return Form** is to be completed including section indicating employee status change.

Principals Note: Reassignment of computers will be handled by the Technology Department

Staff

Librarian

- The laptop will be stored in the main office and picked up by Technology Department

Guidance

- Contact Technology Help Desk to arrange timeframe for computer to image and return.

Nurse

- The laptop returned to Mrs. McBride at the High School

Security

- Technology will contact each building to schedule pickup.

Please note:

- **It is the faculty member responsibility to report all damages or missing devices.**
- **For devices and equipment not returned to the District on collection day it will be the staff member's responsibility to make arrangements for drop off to the Technology Department.**

Any questions call the Technology Help Desk 459-3221 Ext. 4357(HELP)

COPY CENTER

Over the summer the copy center will be fully functional and attempt to prepare as much as possible any and all material required for the start of school. Therefore all material required for the start of school should be submitted before the end of this school year utilizing the standard copy request form and indicating that the material is for next year.

Teachers

- Complete standard copy request form and check the box indicating material is for next year.

(Check the box marked summer or write in SUMMER)

Office

- Completed spreadsheet must be turned into Bill Gerhard or sent to the Copy Center for all required forms, envelope, and district pads **(This should be total required for next year).**

Central Office

- Complete standard copy request form for each multi-part form, envelope, and other district approved forms including application packets. **(This should be best guess total required for next year).**

Any questions call the Copy Center 459-3221 Ext. 2679(COPY)