End/Start of Year Process
May 10, 2024

### ADMINISTRATORS and TECHNOLOGY RESOURCE TEACHERS
### (Share with all Staff)

As District employees and students leave for the summer, it is important that we follow a few procedures to ensure teachers/staff/students are able to utilize technology resources when returning to school in August.

**ALL STAFF:**

**June:**

- Computers, phones and printers are not to be disconnected.
- **DO NOT** relocate computers or any technology equipment that is inventoried to the Erie's Public Schools.
    - Document cameras, windows laptops (most), ActivPanels, etc. are all inventoried to the classroom and should not be relocated.
- A ticket should be submitted to request the relocation of **ANY** technology equipment.
- Make sure all important files are in your OneDrive (word, excel, etc).
- Do not lock desktop computers, mice, keyboards in closets, file cabinets, etc.
- Any device inventoried to a teacher may stay with the teacher over the summer.
    - Teacher Chromebooks are inventoried to a teacher. Those devices can remain with the teacher over the summer.
- Any device inventoried to a classroom must stay in the classroom over the summer.
- Teacher devices and power supplies can be turned into the school office if the teacher does not want to be responsible for the device over the summer.
    - Laptops should be kept in an area designated by the principal when the teacher/staff turn in a device.
    - A note with identifying details should be taped to the device.
    - Teachers will need to collect the device in August when they return.
- Desktop computer(s) may be covered IF the power cords are unplugged.

**Student Devices:**

- **Senior Chromebooks:**
  - Senior Chromebooks should be returned to the school office. Technology staff will pick them up and process them for redistribution.
  - All returned Chromebooks should be accompanied by a power supply.
  - All returned Chromebooks should be tagged with a Device Return Form and placed in an available tote for device returns.
- **First Grade iPads:**
  - All first graders need to return iPads to the school office. Technology staff will pick them up and process them for redistribution.
  - All retuned iPads should be accompanied by a power brick and cable.
  - All returned iPads should be tagged with a Device Return Form and placed in an available tote for device returns.
  - **Summer School:**
    - If a first grade student is enrolled in summer school, they may keep their assigned devices (iPads) until the end of summer school. Once summer school ends, the iPads will need to be returned to the school office.
- **Mobile Hot Spots (MiFi):**
  - All mobile hotspots for families not returning to the district should be returned to the school office. This includes families who are moving out of the area as well families whose child is graduating and do not have another sibling still enrolled at Erie's Public Schools.
    - All mobile hotspots that meet the above criteria and are not returned to the school office will be disabled at the end of the school year.
  - All returned mobile hotspots should be tagged/bagged with a Device Return Form and placed in an available tote for device returns.
- **Summer Use of Student Devices:**
  - District student technology devices may be kept and used over the summer. If a student is returning to Erie's Public Schools in the fall and wishes to use the assigned technology to stay engaged in educational activities they may continue to use the device assigned to them. The student will be responsible for his/her device the same as through the school year.
- **Returned Student Devices for the Summer:**
  - Any family that does not want to be responsible for district technology items over the summer months should return their devices to the school office.
  - All returned devices should be accompanied by a power supply, charging cable and brick.
  - **If the returned devices appears to be in proper working condition:**
    - The collected devices and power supplies should be tagged with student name and ID number, and then placed in an available iPad/Chromebook cart for the summer (carts should not be plugged in for the summer).
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- o **If the device appears to be damaged or not in proper working condition:**
  - ▪ The collected devices and power supplies should be tagged with Device Return Form and placed in an available tote for returned devices.
- o The IT Department will visit each school over the summer to test, clean and update all returned devices that are still assigned to students.

**August:**
- When returning from the summer break, please check to ensure teacher/staff computers are operational.
- TRTs or building administrators should submit a ticket for technical issues/needs or contact the IT Department (874-6181) with any questions.
- Do not relocate computers or any technology equipment.
  - o A ticket must be submitted to request the relocation of **ANY** technology equipment.
- Teachers and students may pick up devices from the office where they turned it in. They should receive the same device they turned in at the end of the school year.
- All needed student devices will be delivered to the schools prior to the beginning of the school year.  The number of student devices that are delivered will be based on enrollment numbers for students who are not currently assigned a device.

If you have any questions or need additional information regarding the end of the year technology process, please contact either Bill Blair (bblair@eriesd.org) or Joe DePaul (jdepaul@eriesd.org).  You can also call the IT Department at 874-6181.

Have a great summer!!