

Important End of the Year Technology Reminders

As the end of the school year approaches, please take the following into consideration:

- Your computer may be updated, replaced or re-imaged over the summer. Be sure you do not have any files (*photos, documents, etc.*) saved to the desktop that you do not have a copy of elsewhere. **Anything saved to the desktop will be lost in this process.**
- This is a good time to mention that at any time during the year, **if you save anything to your desktop (or a thumb drive), be sure of 2 things:**
 - You have a copy of it elsewhere, **and**
 - You don't care if you lose it
- **Server space is not unlimited.** Please make every attempt to delete files from your home folder that are no longer needed, particularly images and videos. If you have several images that you wish to save they can be compressed into a .zip file to save space.

Also,

- Please take time to clean out the **teacher common** folders, including substitute lesson plans.
- Please take time to delete your students' files in any **student common** folders you have had them save to.
- If you are a club advisor, please clean out any unnecessary files in those digital folders as well. The **yearbook folders** in particular take up a considerable amount of server space. If you wish to save images please see Margaret about options for archiving.
- If your students have time before they leave for the summer, please have them delete any images, videos, etc. that they no longer need to save.
- If there are any issues with your computer, printer, or other devices, please **make sure you create a work order** so we are aware of the problem and can resolve it over the summer.
- Remember to **update your website** with any information parents and/or students may need over the summer.
- **Finally – be sure to save your Internet favorites!** These can be exported to a file in your home folder or saved via a social bookmarking site (This is a great option because it allows you to access them on any device that has internet access).

If you'd like help with any of the above please contact Margaret. Thank you.