

## **Ledyard Technology End of Year Procedures**

### **Student Use Computers**

We will be cleaning and updating all student use computers this summer.

\*\*NOTE: If you are using one of the student use computers to store data, please be sure to backup all of your documents as these will be deleted.

Please make sure to include any issues you are having with these computers on the Teacher Laptop/Computer/Maintenance Form when it is turned in with your teacher laptop.

### **Promethean/Smart Board Computers**

We will be cleaning and updating your Promethean/Smart Board computer this summer. Please make sure to include any issues you are having with these computers on the Teacher Laptop/Computer Maintenance Form when it is turned in with your teacher laptop.

### **Teacher Laptops**

We will again be collecting all teacher laptops at the end of the year in order to clean and update them. With the amount of malware, viruses etc., it is important that we ensure your computers are protected and updated for the most protection. Laptops and power cords need to be clearly labeled with your name when turned in.