

# Eagle Pass Independent School District Information Technology Department

## TECHNOLOGY CHECKLIST

Please acknowledge each of the following for all Technology Equipment on Campus and the attached DO's and DON'Ts:

- If you have files of extreme importance on your computer, please back it up to a flash drive, email it to yourself at home, or burn a CD-R (not a CD-RW) of the data. We may reimage (erasing the hard drives) some computers. Anything **NOT** backed up **WILL BE LOST**.
- If you have files from Discovery Streaming or any other source and/or large collections of photographs, please burn them to a CD-R. They will be deleted off of the servers during the summer.
- No classroom laptops or desktops leave the building under any circumstances for the summer months.
- Please make sure your desktop computer CPU, monitor, and printer are **NOT UNPLUGGED** from the wall. Do NOT lock up the mouse, keyboard, power strip, or power cord. You may lock up headphones, microscopes, and other small peripherals if you wish.
- Advise all custodial staff that no computers and/or printers are to be removed from the classrooms for the purpose of cleaning the classroom.
- If you are covering your classroom computers, please use a clean sheet or large cloth.

**Note:** Please sign and date upon completing checklist.

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## TECHNOLOGY DO'S and DON'TS

Here's a list of do's and don'ts that you should consider when getting ready to leave for the summer. The technologies you are using may need some minor maintenance before you leave and we have some instructions for you.

### DO'S

- \* Wash your SMART Board with whiteboard cleaner or watered down windex
- \* Wipe down your monitor with a slightly damp cloth
- \* Remove all CD's/DVD's/USB Flash drives from your computer
- \* Delete any files from your Desktop & My Documents Folders that you do not need
- \* Turn off desktop
- \* Turn off projector
- \* Lock up any stand-alone devices such as Digital Cameras, SmartBoard Pens, etc.
- \* Check the labs nearest your room to turn all computers off
- \* Create a ticket for any existing problems and/or special requests such as installing software, moving equipment, removing equipment, etc  
(<http://login.bigwebapps.com/default.aspx>)

### DON'TS

- \* Don't use abrasive materials to clean any electronic equipment  
(i.e. scrubber pads, steel wool, etc)
- \* Don't use abrasive cleaners to clean any electronic equipment  
(i.e. ammonia, bleach, pledge, etc)
- \* Don't leave your computer on
- \* Don't leave your projector on
- \* **Don't disconnect your desktop computer**
- \* Don't assume we'll find and fix problems. Create a ticket  
(<http://login.bigwebapps.com/default.aspx>)
- \* Don't leave expensive equipment lying around. Lock it up.

If you have any questions feel free to e-mail or contact the Information Technology Department.

Have a Great Summer!!!!

Sonny L. Snyder  
Information Technology Director