

To All Special Ed. Staff

Just a few reminders in regards to caring for you computers over the summer months.

Please **do not** return your "teacher computer" to me for summer storage unless you will no longer be working for the district next year.

In the event of a change of building for anyone, you must contact me so that arrangements can be made in regards to your computer needs. I also need to make the appropriate changes to my computer database.

Desktop Computers

* For those of you who do not plan on coming in to the building to work on any projects over the summer months, please shut the computers down and unplug them (and all components) from the wall or power surge outlets. (This will protect them from any power surges caused by summer storms.)

* Cover the computers (monitor, tower and keyboard and mouse) with a plastic garbage bag to protect it from any dust that may be caused from summer building projects.

* Make sure that all computer equipment is labeled with your room # in case of moving due to painting, etc. over the summer months.

Laptop Computers

* For those of you who do not plan on coming to the building to work on any projects over the summer months, please make sure to fully charge your laptop battery, then remove it from the computer and store it in a cool location for the duration of the summer months.

*Your laptop should be stored away in a safe locked location. (Cupboard, file cabinet, etc.) Be sure to include the power cords, case, etc., when storing them.

Computer Take-home Policy

Please remember, no computers should be taken home during the summer months except for the purpose of working on curriculum and other school related projects. If you have any questions regarding this policy please feel free to contact Mr. Vaadeland.

If you have any questions or concerns, please feel free to contact me.

Have a wonderful summer!

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