

Year End Computer Close Out Procedures

A friendly reminder to teachers and staff,

As the end of school fast approaches, many of you are beginning to think about cleaning out your classrooms and desks for the summer. Don't forget your **computer**, network drives, email and web pages need attention as well. Before you leave for the summer, please review and complete the following as appropriate:

- Ensure any **files** you want to keep are copied to your **H: drive**.
- Clean out your **email** mailboxes. Please **delete items** you do not need from the **SENT** and **TRASH** mailboxes as well.
- Please **turn off** and **unplug** any and all technology in your classroom. This includes **data projectors, computers, printers, VCRs, DVD players, Monitors, etc.** Summer lightning damage gets expensive fast.
- Delete any unnecessary files from your web pages. If you need help with this, please get in touch with your building technology person for arrangements to do so.
- Please place any and all **remote controls** and all **SmartBoard pens and erasers** in one of your desk drawers. In this case, anyone who needs to fix your equipment can find them.
- Be sure that your **building tech person** is aware of any outstanding technology issues.
- Please **empty the recycle bin** on your computer. To do so, right click the trash can on your computer desktop and choose EMPTY RECYCLE BIN.
- Open each of your browsers: **Internet Explorer**>Tools>Internet Options, delete browsing history, cookies, cache, passwords, etc. **Firefox**>Tools>Options, General tab>Clear all current history. **Sea Monkey**>Tools>Clear Private Data.
- Please run **Disk Cleanup**. Open MY COMPUTER, right click on the C: drive. Click on PROPERTIES>GENERAL tab at the top. Click on Disk Cleanup. The system will calculate how much space the computer will save. In a short amount of time a new window will pop up with some temporary files already checked, these can be deleted.
- Run **DEFRAGMENT** on your computer. To do so, open MY COMPUTER. Then right click on the C: drive. Click on PROPERTIES. Then click on the TOOLS tab at the top. Click on DEFRAGMENT NOW. In the new window, click the DEFRAGMENT button. This process can take from 10 minutes to several hours. It is a great thing to start while you leave to do something else.

Following these simple procedures before leaving for the summer ensures a smoother start to the school year next year. If you have questions or need help with these procedures, please see your building technology person.

Technology Department