

Prosper ISD - EOY Secondary Technology Checklist 2022-2023

Please turn this form in to your campus technician when it is complete

Name _____ Room# _____ Grade Level _____

Computing Equipment

- Turn in a SherpaDesk Ticket on any non-working or damaged staff and/or student equipment.
- Teacher assigned LAPTOP and power adaptor:
 - Unless you are leaving PISD you can keep the laptop with you during the summer. When you come back just take it with you to your existing or new room/school. [Use our VPN when outside our networks.](#)
 - If you are leaving PISD please make sure you return the laptop and charger to your campus technician.
 - Please note the laptop will be imaged and all data destroyed.
 - Please note that your account will be terminated on the last day of employment.**
- Teacher assigned iPad:
 - Unless you are leaving PISD you can keep the iPad with you during the summer.
 - If you are assigned a new position that does not require the iPad this unit and charger must be returned. **Please note you must restore iPad to factory settings as listed below**
 - If you are leaving PISD please make sure you return the iPad and charger to your campus technician. **Please note you must restore iPad to factory settings as listed below**
- Paraprofessional assigned Chromebooks: Return the chromebook and charger to your campus technician UNLESS you are working Summer School.
- Other equipment such as *department purchases and PTO equipment* are separate items. Please contact Robb Knox, Kevin Fields, or Jack Vestal for specific instructions about these items.
- Interactive TV remote and pens and projector remotes stay on the desk in the classroom.

Your Desk and Office Space

- Make sure you remove any sticky notes or documents containing passwords or PII/sensitive information.
- Clear all voicemail messages.

About Data

- If your laptop needs to be imaged, the files will be deleted in the process. Save any files you want to keep.
- Due to changes in Google policies, **Google Drive is no longer unlimited.** Given this information, please know that Google Drive, M drive, and H drive space is not unlimited. Please remove unnecessary documents, etc. to save space.

Restore iPad to factory settings

- Clear Passcode
 - Open Settings, then click Touch ID & Passcode and Turn Passcode Off.
 - Enter Passcode Twice to complete this step.
- Remove iCloud/Apple ID account and Find my iPad from the device
 - Open Settings and then click on Apple ID in the top left corner and then click Sign Out.
 - Enter your Apple ID password and click Sign Out.
 - When asked to keep a copy of data on the iPad, deselect the options and click Sign Out twice.
- Clear iPad by Resetting All Content and Settings
 - Open Settings, select the General tab, and then click Reset at bottom of page. Then click Erase All Content and Settings.
- Click Erase on the two Confirmation Prompts, this will set the iPad ready for next year.