

MEMORANDUM

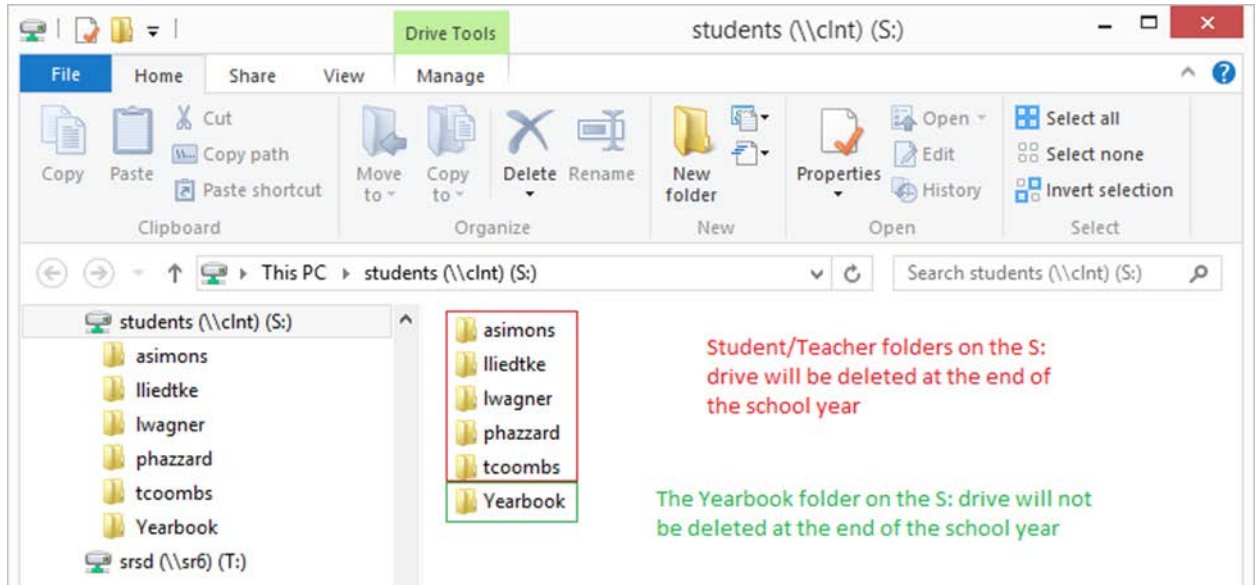
To: All Principals, Vice-Principals, School Secretaries
From: Dwayne Sukorokoff, Manager of Information Technology
Date: May 28, 2015
Subject: Year End/New School Year procedures

2015 Year End/New School Year Procedures

This memo contains important information about the computer procedures that must be carried out at the school year end.

1. Anyone leaving the school division's employ, staff that will be starting a leave (e.g. Maternity Leave, Education Leave) during the summer or staff whose contract ends (and do not have another contract in the fall) must turn in his/her laptop (with accompanying components (e.g. bag, power adapters) to his/her principal by June 26, 2015. Principals must keep them in a secure location in the school where the technician will be able to collect them. **Please send an email to Rochelle Lennox indicating which computers have been turned in and where they are located.**
2. Teachers (including principals or vice-principals) that are changing schools take their laptop computer with them, but they **must follow** the complete instructions included on subsequent memo. Please ensure that this information is distributed to all staff.
3. For security reasons, all staff laptops must be removed from the school and kept at your home over the summer.
4. Over the summer all student home folders are deleted. If students have personal work that they wish to keep they must copy it onto their own personal thumb drive before the end of June.
5. Student accounts are reset over the summer. Students will have the same account name, but a new password to use in September. These accounts are usually generated as late as possible to avoid duplications and last-minute changes. Please contact Kevin Lundgren to see when your accounts will be ready.

6. Over the summer all folders and files in the student S: drive will be deleted. Teachers who have files in the S: drive folders that they wish to keep must copy them into their personal home folder (H:) before the end of June.
7. The Yearbook folder on the S: Drive will not be deleted, as long as it is NOT inside a teacher's folder. (S:\Yearbook – is safe, S:\teachername\yearbook will be purged). If you are unsure or need help ensuring the safety of your yearbook files, please contact your technician for your school or anyone in SRPSD Technical Services.



New Staff, Fall 2015

Staff that will be starting employment with Saskatchewan Rivers Public School Division, (and that do not have a computer account), will be set up with a new account which will be available after August 10, 2015. New staff can call the computer services department at 306-764-1571 to obtain their computer account information.

If the staff member is eligible for a SRPSD laptop (all teachers, administrators, social workers are eligible), they can contact the computer services department after August 10, 2014 to find out if one is ready for them. Once they receive their laptop they will be required to take the laptop to their home school and plug in hardwired to complete the setup and installation of software.

Interns, Fall 2015

The cooperating teachers will receive letters via interschool mail as soon as possible at school start up with computer usernames and passwords for their interns and instructions on how to receive a SRPSD laptop if they desire.

Staff Transferring to New School with a Laptop

Files and Email: The H: drive sits on the school server so when your computer account and computer move to the new school your H: drive **DOES NOT** automatically go with you. *It is highly recommended you clean up your H: drive, deleting any files you do not need then copy the files to the R: drive of your laptop OR an external USB drive. When you get to your new school after August 10, 2015 you can then copy the files back to your new H: drive at your new school.*

Your Email account sits on a server at the Education Centre, you don't have to do anything to "save" your email; it will follow you to your new school. **if you have a .pst file (Personal Folders) set up (which should be on your H: drive) you will have to copy that over just like other folders on your H: drive.

These steps are critical, and must be followed exactly. Failure to do the following in order may cause your laptop to fail.

1. **Do not use** your laptop computer in your current school **after July 15, 2015.**
2. **Do not connect** the computer again in any way to the Saskatchewan Rivers' network either wirelessly, or hardwired either at your current or new school **until after August 10, 2015.**

Note: you may continue to use the computer at home, just don't use it on the Saskatchewan Rivers' network.

3. The next time you connect your computer to the Saskatchewan Rivers' network you must be at your new school, and must be after August 10.

Note: if you must use your computer at the new location before this date, you must contact the computer services department for special instructions.

4. After August 10, go to the new school and connect your computer to the network using a **network cable**. Allow sufficient time to complete the next processes (up to 1 hour).

Note: DO NOT DO THIS STEP WIRELESSLY. MAKE SURE THAT YOU ARE CONNECTED TO A POWER ADAPTER. You cannot do these processes on battery.

5. Logon to the Saskatchewan Rivers' network in the regular manner, using your logon name and password. During this initial logon several updates to software will take place.
6. Immediately after logon is completed, you must restart your computer. Do not use the computer until it is rebooted.

Don't just logoff, you must actually use the Restart option.

7. Logon again. During this second logon there may be further updates or installs. As soon as logon is completed, again restart.
8. Now logon again, and you should be able to use your computer.

Note: if you have put shortcuts on your desktop that point to your old school (such as copying things from Netmenu) they will not work. Delete these shortcuts from your desktop. All printers at your home school should automatically install. If you teach at multiple schools see instructions at <https://www2.srsd119.ca/onlinelearning/laptops/LaptopsNew/printersWIN7.htm> to install printers in other schools.