## Interactive Whiteboards

**The Boards:**
- Collect Pens and wands (if applicable). Secure them in a locked drawer or cabinet.
- Clean the surface of your board with a baby wipe or Mr. Clean Magic Eraser.
- For added protection, cover the board with an old fitted sheet or garbage bags.

**Student Response Systems:**
- Remove the hub from your computer and store with the devices.
- Remove the batteries from the devices to keep from corroding.

**Wireless Slates:**
- Remove the hub from your computer and store with the device.
- Store the charger/usb cable with the device.

## Apple Products

**iTunes:**
- Back up iTunes library.
- De-authorize iTunes on your teacher workstation.

**iPod Nanos, iPod Touches, iPads**
- Headphones cleaned with alcohol/Clorox wipe and stored securely.
- USB cables and chargers are stored securely.
- Devices are cleaned (screens wiped with soft cloth).
- Devices are fully charged.
- Devices are powered off and locked (when appropriate) to conserve battery life.
- Devices are stored securely.

## Computers

**All Computers:**
- Dusted and labeled with room number.
- Any files you wish to have saved are backed up on your H:drive, Web Locker, or other device.
- Internet Explorer favorites are backed up.
- Any computer or laptop that needs attention has a work order placed that includes what is specifically wrong and where it is stored.

**Laptops:**
- All laptops belonging in a cart are shut down completely and returned to the cart.
- All laptops not belonging in a cart are shut down completely and stored securely.
- Power cords are stored with the laptop they belong to.

## Peripheral Equipment

- Projector Remotes stored, batteries removed.
- Document camera unplugged and stored with cables.
- Digital Cameras/Flip Cameras stored securely, batteries removed when applicable.
- Wireless Keyboard/Mouse stored securely, batteries removed.
- Microphones unplugged from computers, stored.
- Headsets unplugged from computers, stored.
- Printers and Phones left untouched.