## 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 away.
- USB cables and chargers are stored.
- Devices are cleaned (screens wiped with soft cloth).
- Devices are fully charged.
- Devices are powered off and locked (when appropriate) to conserve battery life.

## Computers

### All Computers:
- Dusted and labeled with room number.
- Any files you wish to have saved are backed up on your H:drive, Weblocker, 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 for refresh.
- All laptops not belonging in a cart are shut down completely and stored in one location for refresh.
- 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.