

CDW-G would like to assist all of our districts with a productive summer and minimal stress getting started again with your Classrooms for the Future equipment in the fall.

Please review these simple recommendations to see what can be done now to plan for maximum effectiveness in the coming school year.

Teachers and Administrators: These tips should be discussed with your IT/Technology department. While we have tried to keep this list of Best Practices from the manufacturers in general, your District/School Technology Director may have policies and practices that should be followed regardless of the information presented here.

Simple Summer Guidelines:

- Check with your District/School Technology Director for summer technology policies and their recommendations!
- Write down your CFF-related username and passwords (laptops, Promethean Planet and other websites) and store them in a safe place (usually off-site).

Laptops (and cameras/camcorders) including a lithium-ion battery:

- Decreased battery life in a lithium-ion battery is primarily caused by exposure to heat.
- Store the batteries in a controlled temperature environment at room temperature or cooler.
- Store the batteries outside of the ThinkPad machine — this will decrease the drain on the batteries while in storage.
- Store the batteries with a charge of 40-50% as indicated by the Lenovo Power Manager/device gauge. Lenovo batteries at 40% charge should provide at least 6 months of shelf life before charging is required.

If your district allows teachers to use the laptops over the summer:

- Utilize included Lenovo Power Manager to maximize both battery use and overall life! (Work with your Tech Dept/Coordinator on this item.)
- Keep the laptop and battery cool. Avoid leaving your laptop inside a hot car, whether in a case or not. The high temperatures found in cars cause lithium-ion batteries to degrade more rapidly.
- Avoid frequent full discharges as this can put additional strain on the battery. Several partial discharges with frequent recharges are better for lithium-ion. Recharging a partially charged lithium-ion battery does not cause harm because there is no memory effect as with older nickel-based batteries.

Bretford laptop carts:

- Unplug carts that won't be used during summer months. Continuous charging creates heat and degrades lithium-ion batteries. (See above tips on battery storage.)
- Coordinate with the Maintenance crew to store the carts in a lockable storage closet or a lockable classroom on a floor which will not be regularly opened during the summer. This saves time moving carts around the floor and reduces the possibility of loss from damage or theft.



Interactive Whiteboards (provided by Promethean Customer Care):

- Store loose or extra pens, power supplies, USB/serial cables in a safe place (i.e. file cabinet, your desk, bundled up near the top of the board, etc.) — this can help prevent items from being misplaced or thrown away by people unfamiliar with the components.
- Place a note on the Interactive Whiteboard indicating not to use markers on it. (Your room may be used over the summer by people who are not familiar with Interactive Whiteboards.)
- Back up all of your files which include flipcharts, saved images, downloaded resources, etc. (Work with your Tech Dept/Director on this item!)
 - If you take your laptop home over the summer, you should still back up all of your files so that you have a copy of everything at the year end.
- Visit Promethean Planet often to stay abreast of changes that happen over the summer.
- Be sure to test your board BEFORE your students arrive next fall. (Any tech support you need will be optimal with the least amount of distractions in the room.)
 - The generic tips here apply to the Polyvision Boards as well, with the exception of the pens.

Security:

- Securely bolt cart doors with provided padlock and make sure all key locations/combinations are known to the proper and authorized contacts/department.
- Utilize the security hole (located on rear-right corner of laptop) with an appropriate cable lock (widely available) to secure your laptop when traveling.
- Permanently marking or tagging your laptops with school information deters theft and increases chance of return.
- The laptops can be secured through the use of passwords which should have already been set by your Tech Dept. (On the Lenovo there are 3 main passwords — 1 for asset protection and 2 for data protection.)
- Be sure to keep any written references to your passwords out of your offices and classrooms. If you need to write down the password, do not keep it with the equipment.
- As a matter of procedure, it is suggested that the Technology Department verify laptops and their security settings prior to the units leaving the buildings. This is to ensure that the laptops are safeguarded for data tampering and asset management.
- If you travel with your laptop, always keep track of it as you would your purse or wallet. Do not leave it logged-in and unattended. Information on your laptop, if compromised, could allow others to gain access to the district's confidential information.

Enjoy the summer!