



MEQUON - THIENSVILLE SCHOOL DISTRICT

City of Mequon and Village of Thiensville

5000 W. MEQUON RD., MEQUON, WI 53092
PHONE: (262) 238-8500 • FAX: (262) 238-8520
<http://www.mtsd.k12.wi.us>

Demond A. Means, Ed.D., Superintendent
Eric J. Dimmitt, Ph.D., Director of Curriculum, Instruction & Assessment
Hughes B. George, Ph.D., Director of Pupil Services
Gail M. Grieger, Director of Business Services

2013-2014 Summer Laptop Check-In – For District Issued Laptops

Teachers/Specialists/School Counselors/Social Workers/Psychologists – Please follow the dates/times below for when you must turn-in and when you can pick-up your laptop. For those of you who work at more than one school, please follow the time periods for your **Home** school. If you would like to turn-in your laptop early, you can turn it in on any of the other turn-in dates or on the last day of school for teachers. But, you will not be able to pick it up before your designated pick-up time.

IMPORTANT: You **MUST** turn in your laptop this summer! (along with your power cord and case)

Please place a completed Summer Turn-In Sheet in your laptop. (see other attachment in email)

Administrative assistants (school) – You can leave your computers at your desk. We will collect them as we work through the buildings.

Administrators, Administrative assistants, Maintenance department (district – 12-month employees) – Please make an appointment with the Technology Office to have your device updated.

Time: 7:00 a.m. – 10:00 a.m. – To ensure that a member of the Technology Office is present so you can turn-in or pick-up your laptop, you must follow the stated dates/timeframe.

| School/Area | Turn-in | Pick-up |
|--|---------------------|---------------------|
| Oriole Lane | Monday - June 17 | Friday – June 21 |
| Wilson | Thursday – June 20 | Wednesday – June 26 |
| Donges Bay | Tuesday – June 25 | Tuesday – July 2 |
| Lake Shore | Friday – June 28 | Friday – July 5 |
| Steffen | Wednesday – July 3 | Wednesday – July 10 |
| Homestead – ASC, Art, Business, English, FACE | Tuesday – July 9 | Monday – July 15 |
| Homestead – Psychologist, Guidance, IMC, Math/Computer | Friday – July 12 | Thursday – July 18 |
| Homestead – Music, PE, Science | Wednesday – July 17 | Tuesday – July 23 |
| Homestead – Social Studies, Special Education | Monday – July 22 | Friday – July 26 |
| Homestead – Technology Education, Theatre, World Languages | Thursday – July 25 | Wednesday – July 31 |

What is going to be done to your computer this summer?

All teacher laptops will be reimaged. What will be the result of the reimaging?

1. All laptops will have Mac OS 10.8 Mountain Lion installed.
 - a. Elementary teachers – this means that your laptop will not have all of the same programs as the student computers. For next year, the student computers will remain running Mac OS 10.6. The programs that will **NOT** be on your laptop (but will be on the laptops in the IMC lab and mobile carts) are Green Globes, Inspiration 7.5, Kid Keys 2, Screen Timer and the SMART Gallery Setup. SMART Notebook, SMART Product Drivers, SMART Product Update will be replaced with the SMART Technologies folder.
 - b. For teachers who are currently running Mac OS 10.6 – you will notice a big difference in the way the new OS runs. We will have tutorials for you to review. (see below on how to determine your laptops OS)
 - c. For teachers who are currently running Mac OS 10.7 – you will not notice much of a difference.
 - d. To ensure that you do not lose any data on your computer, you will want to back-up your data before you turn in your laptop. Data that is not synced to the server from your Desktop or your Documents folder (i.e. movies, music, pictures) will not be saved. Remember, your server account only contains your Desktop and Documents folder. All other folders are “saved” locally and will be erased during the “reimaging” process. If you would like assistance backing up your laptop, please submit a SchoolDude ticket and we will assist you.
2. Programs will be updated to our most current licensed version.
 - a. SMART Notebook will be version 11.1.
 - b. Microsoft Office will be updated to the most stable version.
 - c. The Chrome browser will be installed on all laptops.
3. **No** printers will be pre-loaded on to the laptop.
 - a. During the summer, a list of all available printer IP addresses will be emailed to you. If you lose your copy, you can email Liz Bryde (lbryde@mtsd.k12.wi.us) to receive another copy.
 - b. An instruction pamphlet will be provided to you. The pamphlet will “walk” you through adding a printer to your laptop. A screen cast will be also available to visually “walk” you through adding a printer.
 - c. The purpose of not pre-loading printers on your laptops is to reduce the “many” printer options you see. You will now be able to populate your printer options with only the printers you use. Also, you will have the ability to add a printer(s) from other buildings.

Why do the laptops need to be reimaged?

- Reimaging allows us to reformat the hard drive. Below are several reasons why a hard drive needs to be reformatted:
 - o Creates new partitions and filing systems, which will eliminate bad sectors and filing data. Resulting in improved drive performance.
 - o Optimizes drive capacity.
 - o Removes any malware and virus files.
 - o Repairs any boot errors and restores missing or damaged files.

As with this past year, you will still be the laptop “administrator.” This means that you can upload/update any software on your laptop. Thus, if you upload new software, you are responsible for ensuring it is appropriate, educationally relevant software and that you have the appropriate permission/license to add the software to your laptop.

** To determine the Mac OS of your laptop, click on the “black apple” (upper left corner of the screen) and select **About This Mac**. In the dialog box that appears, your Mac OS is listed a Version 10.x.x.