

End of the School year - Tech FAQ

Here are some of the frequently asked questions and answers regarding technology that we get at the end of the school year.

1. What should I do with my laptop over the summer?
A. Don't leave your laptop or charger in your classroom. Either turn them into the tech department before you leave (survey option 1) or be prepared to turn them in late June/early July (survey option 2). We will notify you as soon as they are available. While they are in your possession, please find them a safe place in your home. Avoid leaving them in hot conditions (like a car) or an unsecured location.
2. What should I do with my computer(s) if I'm not returning to West Fork next school year?
A. Please turn them into your building principal.
3. What should I do if I'm changing rooms/buildings next year?
A. You will keep the same laptop. Leave your classroom phone (and other technology) in your current room.
4. What should I do if I have technology in my room that is old or I'm not using?
A. Open a tech ticket (email support@wftigers.org) and we will remove them over the summer.
5. If I am leaving the district what is the best way to leave lesson plans or other resources for my replacement?
A. Create a shared drive with a team member and/or your building principal. Copy the resources to the shared drive.
6. If I am leaving the district how can I take my electronic resources and/or important emails with me?
A. Use Google Takeout to copy the resources to a personal email account. Follow this [link](#) for more details.

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