

Great Neck North High School

Technology Checklist for Graduating Seniors

The purpose of this document is to inform seniors of the iPad collection process as well as to provide graduating students with information on the backup and transfer of digital content from GNPS devices and systems to personal devices and systems.

iPad Collection Information:

The collection of senior iPads will take place on Wednesday, June 5th during social studies classes.

Students are expected to turn in the following technology: iPads, charging bricks, charging cables and iPad cases. Damaged or missing equipment will be assessed and a payment for any charges must be paid at the time of return. Damages to the iPad (cracked screen, etc) will be assessed on an individual basis. Items not turned in will be placed on the obligation list and payment will need to be collected. Please send the same cable and bricks back. The brick and cable should be in good condition.

Cost of damaged iPad: \$40

Cost of missing iPad: \$299

FAILURE TO RETURN THE IPAD WILL RESULT IN A CHARGE FOR THE FULL REPLACEMENT COST OF THE DEVICE.

The only acceptable form of payment is a personal check made out to Great Neck Public Schools (please include the student's name in the check's Memo section). Please see the library staff with any questions.

IMPORTANT: Students whose technology obligations remain unpaid MAY NOT RECEIVE THE FOLLOWING:

Graduation Tickets

iPad Return Checklist:

- **iPad should be fully charged upon return**
- iPad should be updated with the latest iOS
- iPad should be signed out of any iTunes/iCloud accounts
- iPad should have passcode cleared
- iPad language should be set to English

Information on Backing up Student iPad, Google Drive and GNPS Home Directory:

North High students have had access to many technology systems while at school for the past four years. Since District technologies are for students only, graduates will not be permitted access to any District technology beyond July 30, 2024. In order to ensure that content is transferred and backed up properly, please follow the instructions below for each system. If, at any point, you have a question about backing up your information, feel free to come to the North High Library for assistance.

Backing up Student iPad:

Students can backup Notability files, photos, and video to Google Drive. Backup directions can be found [here](#). Once all items are uploaded to Google they can follow the directions below for Backing up Google Applications (G Suite for Education) using Google Takeout.

Converting GNPS Apple ID to a personal Apple ID:

Some students may decide to convert their GNPS Apple ID to a personal Apple ID. To convert a GNPS Apple ID to a personal Apple ID please click on the link below and follow the directions for *If your Apple ID is a third-party email address*. [Link: https://support.apple.com/en-us/HT202667](https://support.apple.com/en-us/HT202667)

Backing up Google Applications (G Suite for Education) using Google Takeout:

- *Google Takeout* is Google's tool to move your data (including Mail, Calendar, Drive, Photos, Youtube, and more) from one account to another.
- Students who are not 18 must have a parent acknowledge the Technology Agreements in Infinite Campus ASAP. Paper copies for those who need them can be found in the North High Library.
- Please note: Do not download your archives on public computers or upload them where others can see them. **Best practice is to follow these steps on a personal or home computer.**
- Graduating Seniors have **until July 30, 2024** to archive GNPS Google Apps Data. After that date, your account will be **inactivated** and you will **not be able to access it**.

Google Takeout Directions for Seniors:

1. Go to <https://www.google.com/settings/takeout>
2. Log into your GNPS G Suite account.
3. Once logged in check that your GNPS e-mail address is listed in the upper right corner of the window and you are properly logged into your GNPS Google Account.
4. Select the Google Products you wish to backup – at minimum you should backup Drive.
5. Click Next
6. Set File Type to .zip and set Delivery Method to Send download link via e-mail
7. Click Create Archive
8. The archive process will begin. You can stay on this screen until the archive is complete and then download the resulting file, or you can move on to other work and wait for the e-mail that will arrive indicating the archive is ready.
9. Download the archive file (.zip)
10. You can unzip this file onto your computer or upload to your personal Google account.

Backing up Student Home Directory (H-Drive):

If a student would like to keep any content that is saved to the GNPS Network Account or H-Drive they must transfer the content to removable media (USB Drive) or a personal cloud storage account.

Please remember: Your *GNPS Network Account*, your *GNPS Google Account*, and your *GNPS Google E-Mail* account will officially close upon graduation. As a courtesy, the District gives you a one month grace period to complete the backup process but you should assume that these accounts will no longer exist after July 30, 2024.

Congratulations on your graduation and best of luck in all your endeavors!