

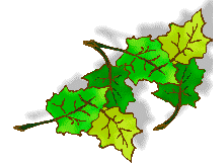
SCHOOL DISTRICT OF PHILADELPHIA

OFFICE OF EDUCATIONAL TECHNOLOGY

TELEPHONE (215) 400-4420

School Technology Opening Guidelines Mac Computers

Computer Labs, Other Computers & Hardware



- Turn on all servers – if they were turned off
- Remove all coverings from all client and admin stations
- Plug in and turn on all printers, check printer cartridges for toner
- Turn on all admin and client stations and make sure they connect to the server. Make sure you can print
- See the following *Server Support* help pages for “Back to School Procedures”
 - Snow Leopard Server - <http://webgui.phila.k12.pa.us/offices/s/serversupport/snow-leopard-10.6-server/offices/s/serversupport/leopard-server/offices/s/serversupport/leopard-procedures/network-account-refresh2>
 - Leopard (10.5) Server - <http://webgui.phila.k12.pa.us/offices/s/serversupport/leopard-server>
 - Tiger (10.4) Server - <http://webgui.phila.k12.pa.us/offices/s/serversupport/tiger-server>
- See the following Student Wireless Laptop Registration page to re-register student laptops - <http://wirelesscenter.philasd.org/WiFiAuth.html>

SDP Computer Naming Standard

When setting up your computers for the new school year, and /or re-imaging, verify that each one follows the new District standard computer naming convention:

- All desktop computers: location # (4 digits: 3 digit location number + 0)-room#-computer number i.e. 01, 02, 03 for example 9820-402-01
- All Student laptops: location # (4 digits: 3 digit location number + 0)-ml (for mobile lab)-computer number, i.e. 01, 02, 03 - for example 9820-ml-01
- All faculty, staff and administrative laptops: location # (4 digits: 3 digit location number +0)-email ID of user - for example 9820-fnewberg

Help Desk - 215.400.5555, helpdesk@philasd.org

Server Support - 215.400.5550, serversupport@philasd.org

SCHOOL DISTRICT OF PHILADELPHIA

OFFICE OF EDUCATIONAL TECHNOLOGY

TELEPHONE (215) 400-4420

FAX (215) 400-4421

School Technology Opening Guidelines PC Computers

Computer Labs, Other Computers & Hardware

- Turn on all servers – if they were turned off.
- Remove all coverings from all client and admin stations.
- Plug in and turn on all printers. Check printer cartridges for toner.
- Turn on all admin and client stations and make sure they connect to the server. Make sure you can print.
- Windows Servers: Make sure you have the latest critical OS updates installed from the Microsoft Windows Server update site as soon as you turn on the server. Make sure your antivirus software and definitions are up-to-date as soon as you turn on the server.
- For clients and stand-alone workstations: Create a fresh, new, updated image for the new school year. Make sure that all operating system critical updates have been installed and any software package updates are applied (i.e. MS Office). (Don't forget to back up user Home Directories on stand-alone computers before re-imaging).
- For all Windows computers that are not going to be re-imaged, verify that each machine is up-to-date with all current critical patches and operating system service packs. You can choose Windows Update from Programs in the Start Menu, or you can go to <http://www.windowsupdate.com> for a scan of each PC. Download and install critical updates as necessary. Verify that Automatic Updates is ON in the Control Panel Security Center and configured to download and install critical updates automatically. Make sure that antivirus software is installed and up-to-date.

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