

Dear Parents and Students,

We are pleased to announce a campus-wide upgrade from Windows XP to Windows 7. This update will install a new operating system on your laptop, and it should result in a more efficient, intuitive experience, and secure environment.

Upgrading every laptop to Windows 7 is no small task -- there is no upgrade path from XP to Windows 7, so each machine's data must be backed up, a fresh image installed and configured, and the data restored before it will be operational. The Help Desk will need access to each machine, and the time to do the needed steps, in order to facilitate this update. We will also take this opportunity to initiate any additional needed repairs.

To accomplish this task, the technology department will need you to leave your laptop on campus at the end of this school year. Since each grade's situation is slightly different, please see the instructions below for your graduating class:

Class of 2015: Leave your laptop with your homeroom teacher.

Class of 2014: Leave your laptop with your homeroom teacher.

Class of 2013: You will be getting a new laptop at the beginning of next school year. Please either buy out your current laptop for \$150 and keep it, or return your current laptop after you take your English final exam. If you are purchasing your laptop, please make arrangements with the Business Office no later than May 28th. If you are returning your laptop, please back up any important data before doing so. If you need assistance with this, please make an appointment with the Help Desk by email. Once the new laptops have been delivered and set up, we will notify you and your parents with details about picking up.

Class of 2012: Leave your laptop in your English class after the final on the last day of school

Class of 2011: Leave your laptop in your English class after the final on the last day of school

Class of 2010: Please either buy out your current laptop for \$150 and keep it, or return your current laptop to the Help Desk by May 28th. If you are purchasing your laptop, please make arrangements with the Business Office no later than May 28th. If you are returning your laptop, please back up any important data before doing so. If you need assistance with this, please make an appointment with the Help Desk by emailing helpdesk@athensacademy.org.

Now for the big questions: What about my files and pictures? When will I get my laptop back?

We highly encourage everyone to make their own, personal backup of important data. Having all of your pictures, school work, etc. just on your laptop and nowhere else is not a good idea -- making a backup of your data either on an external hard drive, thumb drive, another computer or other means is advisable. Your network Home Folder has 500mb of free space, which should be enough to back up important school documents, Word and PowerPoint files, but is not large enough for music, pictures, video, etc.

If backing up your own data is not possible, we will back up your data at the Help Desk before the upgrade. By data, we mean the following: school work contained in a folder labeled School in your My Documents folder (if you do not have this folder created, please do so and place all school related work inside of this folder) and personal files such as pictures, music (iTunes), and other data that have been legally obtained (i.e. we will NOT backup any Limewire, Frostwire, Torrent or other such files).

Those laptops who do not need their data backed up by the Help Desk will be upgraded first, starting with the rising seniors and then by grade through to the rising 8th grade. Once those are finished we will begin backing up and imaging the rest, starting again with the rising seniors. Once your laptop is ready for pickup, you will be notified by email and phone.

Thank you for your help and patience with this important update. Have a great summer!

Jacob Bishop
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