Gadsden City Schools

Technology Information for Exiting Employees

Network / Email Accounts

Unless otherwise directed, the Technology Department will delete your network/email account on the final date of employment as shown on the Board Agenda. A brief extension may be granted, upon request from the employee.

Actions you need to take: Before the last official day of employment, save any files you may need in the future to a USB drive, burn to CD, or copy to some other portable storage device. If there are only a few documents you need, you might want to email documents to a personal email account. You may not remove or delete items considered "work product' that may be needed by other current or future staff. Furthermore, you may not transmit or carry any student records or grades outside the Gadsden City School system.

Also, write down or export any email addresses in your email account that you might need in the future. Print any emails you wish to save, or forward them to a personal email account.

Passwords to Gadsden City School software and other technology resources should be turned in to your immediate supervisor.

Certainly, any technology resources that have been checked out for home use must be returned to your building principal prior to your last day.

It has been our pleasure to support you. If you need additional assistance, please contact the Technology Department at 256.549.2964.

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