



Technology & Office Move Guidelines

A clear guide to understanding what happens to your technology – computers, phones, printers, and more – when you move offices, change positions, or transition classrooms.



OFFICE MOVES

Same Position, New Location

If you are retaining the **exact same position and title** but your physical office is being relocated, your desk equipment follows you to your new space.

Desktop Computer

Moves with you to the new office

Phone & Extension

No changes – same line and extension number

Printer

Follows your desk to its new home



When your position is the same, **all technology follows your desk** to its new location.

New Role, New Technology

What You Leave Behind

- Desktop computer
- Phone and extension number
- Printer
- All other assigned technology

Left for the **next person** assuming that role.

What You Inherit

- Desktop computer from previous owner
- Phone assigned to that position
- Printer at the new position
- Extension number tied to the new role

You take on the technology **already assigned** to your new position.

POSITION MOVES

The Core Principle

Technology stays with the **position**, not the person.

When moving into a new role, you leave all technology behind for the next person to assume that role. You will inherit the technology from the previous owner of your new position – including a new phone extension assigned to that role.



CLASSROOM TEACHERS

Classroom Technology Stays in the Room

Whether a classroom teacher moves **within the same building** or to a **different building**, all technology stays in the current classroom. The teacher inherits whatever technology exists in their new classroom.



What Stays in the Classroom



Student Devices

All student laptops and tablets remain in the classroom.



Desktop Computers

Teacher and classroom computers are not moved.



Printers

Remain in the classroom, not with the teacher.



SmartBoards & Peripherals

Boards, pens, erasers, and ELMOs stay put.



Classroom Phones

Including upcoming classroom phones – assigned to the room.



Charging Carts

Classroom charging carts stay with the room.

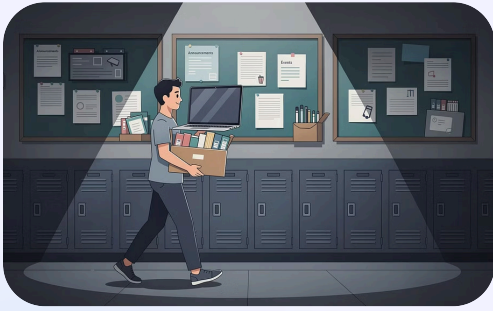
Key Rule: Technology Belongs to the Room

Teachers do not move technology around the school or district based on changing classrooms. All technology is assigned to the classroom – not the teacher in that classroom.

 Do **not** transport devices, SmartBoards, printers, phones, or charging carts when changing classroom assignments.

 There are some **Special Education Assistive Technologies** that are exempt from this rule. Check with your administrator if you have questions about specific devices.

Quick Comparison: All Three Scenarios



Office Move

- Technology moves with you ✓
- Phone extension stays the same ✗ no change
- Technology moves with: the office or desk and person assigned



Position Move

- Technology stays behind ✗
- Phone extension changes ✓
- You inherit the new position's existing technology and phone extension ✓
- Tech assigned to and remains with: the Position



Classroom Teacher

- Technology stays in the room ✗
- Classroom Phone and Classroom extension are room-based ✓
- You inherit all technology in your new classroom ✓
- Technology is assigned to: the Classroom



Special Exception: Assistive Technology

Some **Special Education Assistive Technologies** are exempt from the standard classroom technology rules. These specialized devices may follow the student or staff member they are assigned to support.

- i If you work with Special Education Assistive Technology and are unsure whether a specific device is exempt, consult your administrator or the technology department before your move.

Summary: The Golden Rules

Same Position, New Office

Your technology travels with you. No changes to your phone extension.

New Position or Role

Leave all technology behind. Inherit the tech – and extension – of your new position.

Classroom Teachers

All technology stays in the classroom. Inherit what's in your new room. Do not move devices between classrooms.

Special Education Exception

Certain assistive technologies are exempt. Confirm with your administrator before moving any such devices.

Questions? Contact your building administrator or the technology department for guidance specific to your situation.