

# Memorandum

BONITA UNIFIED SCHOOL DISTRICT  
Computer Information Services

**TO:** BUSD Students  
**FROM:** Computer Information Services  
**DATE:** May 31<sup>st</sup>, 2016  
**SUBJECT:** Notice to Graduating Seniors- No Computer Access After June 13th

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## BUSD Computer Accounts Will Be Unavailable After June 13<sup>th</sup> for Seniors

**Students who graduate in June,2016 will not be able to use their Bonita Unified computer accounts after the last day of school.**

The following include common Bonita resources that will no longer be available to graduating seniors:

- Logging into a Bonita Google (drive, email, etc)
  - o Checking busd.school email address
  - o Logging into your student google drive.
- Logging into a Bonita Unified Computer using your Bonita Username and Password
- Logging into Bonita Unified WiFi

**The Bonita Unified School District Technology department suggests students take the following actions.**

- Create a personal email address and inform all individuals who email you at your @busd.school email address to use your personal email. (**most importantly colleges and future employers!**)
- Set an Out Of Office Message in your Google Account before graduation directing people to your personal email.
- Make back-up copies of all your personal data before June 13<sup>th</sup>.

Graduating seniors enrolling in summer school will have access to their data until the completion of summer school **TBD**.

**It is each student's responsibility to back up their data before the last day of school!**

### **How to Back up your Google Drive**

- Students may copy the contents of their google drive to a portable hard drive using the following steps. <http://www.wikihow.com/Back-Up-Google-Docs>

### **How to Set an Out of Office Message in Google Email**

- Students may set an out of office message in their google email account. This message will continue to run until the start of the new school year. Steps: **TBD**

### **How to Back up your Windows H Drive**

- Students may copy the contents of their google drive to a portable hard drive using the following steps. Steps: **TBD**