



Jebel Ali School

**Digital Guidance for  
Student Leavers**

# Contents

Page	Title
1	Overview
1	Back up content on iPad
2	How to back-up content on iPad
2	Backing up Seesaw Content (Primary students only)
4	Backing up Google content (Secondary students only)

# Overview

When you leave Jebel Ali School, your Seesaw (Primary only) and Google accounts will be shut down. This has several implications:

1. You will no longer be able to use your Jebel Ali School email address.
2. Your Google Drive will be shut down and you will lose access to any files stored there. **The account will be permanently disabled after 6 months.**
3. Your iCloud will be shut down and you will lose access to any files stored there (if you were issued with a school iCloud account). **The account will be permanently disabled after 90 days.**
4. You will no longer be able to access content stored on Seesaw.

Please be assured that no content will be lost before you leave Jebel Ali School, and everything can be copied for you to keep. Below you will find advice on how to ensure that you do not lose any content you wish to keep prior to leaving Jebel Ali School.

If you have any questions, concerns or just need some support with this process, please reach out to the IT Support by emailing [byod@jebelalishool.org](mailto:byod@jebelalishool.org) or going to the IT Support office in school.

# Overview

## Back up content on iPad

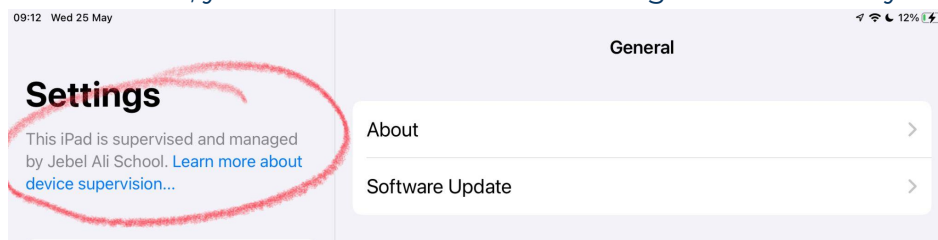
As with your Google Drive (below), any files on a school device that you are not keeping should be backed up to an alternative storage location before you leave. This could be a personal cloud storage solution like Dropbox, Google Drive (personal account), iCloud (personal account) or a local one, such as a memory stick.

**Note:** All school assigned applications will be removed from your iPad during your final week attending Jebel Ali School. Please ensure you have backed up any content from these applications to a personal storage account/device.

### iCloud procedure

1. Sign into your personal iCloud account on your school iPad.
2. Ensure all application data and photos and videos are saved to your personal iCloud account. If you have apps such as Minecraft, you will need to manually save the data to your iCloud account. Follow the instructions in the app on how to download content.
3. At this point there is nothing further for you to do, however you will see this text in settings: THIS DEVICE IS SUPERVISED AND MANAGED BY JEBEL ALI SCHOOL.

This does not mean your device is still managed by Jebel Ali School. If you wish to fully remove this text, you will need to reset all settings on the iPad by wiping it completely.

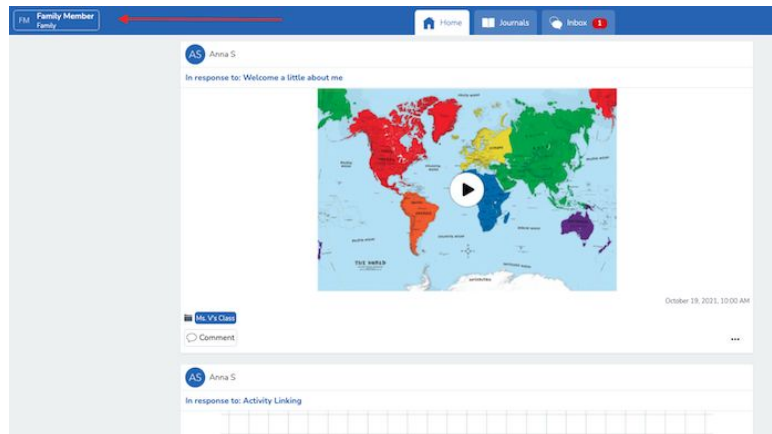


# How to back-up content on iPad

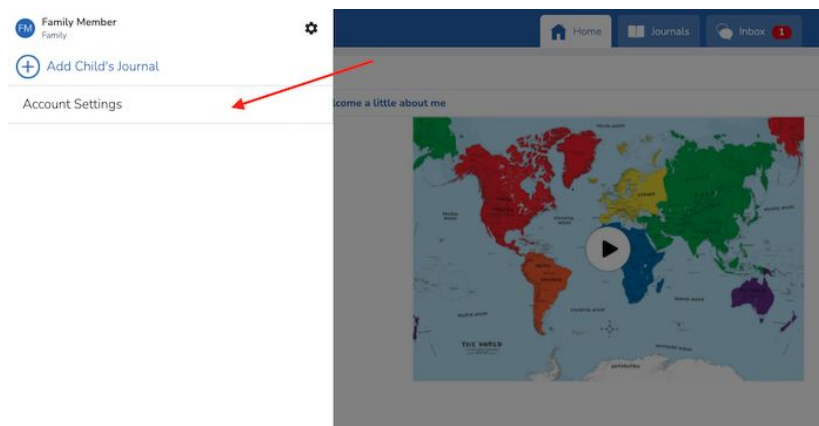
1. Back up any photos and video content to a personal iCloud account.
2. Application content you wish to save can also be saved to your personal iCloud.

## Backing up Seesaw Content (Primary students only)

1. Sign into your Family or Student account at <https://app.seesaw.me>.
2. Tap your Profile Icon on the top left.

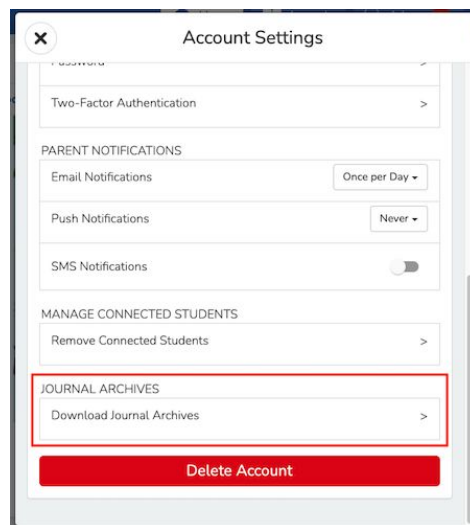


3. Tap Account Settings.

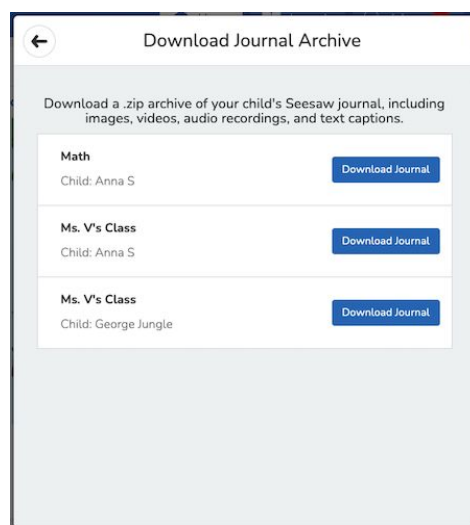


# Backing up Seesaw Content (Primary students only)

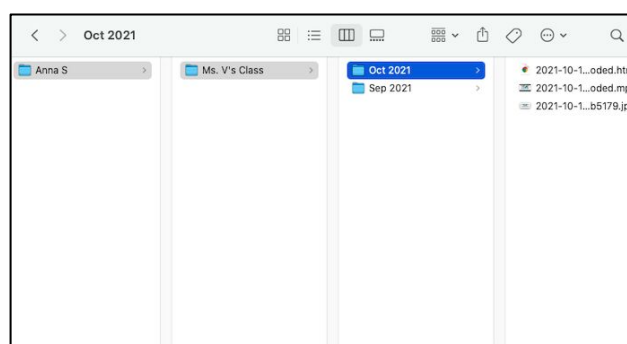
4. Scroll down and tap Download Journal Archives.



5. Tap the 'Download Journal' button for the journal you want to download. This might take a while depending on your Internet speed and how many posts your child has in Seesaw.



This is what you get. It is organized by month and then ordered by the date the post was added. You'll see an .html file with a thumbnail, text notes or captions, folder names, and links (if the post used the Link Creative Tool). You'll also see the original image, video, or audio files.



# Backing up Google Content (Secondary students only)

## Ways to transfer your files to a personal account

### Google Drive

Option 1: **Download**—You can [download Drive files](#) to your computer and then upload them to Drive in your new Google Workspace account.

Option 2: **Transfer**—You can [copy and transfer content from your school Google Account to another account](#).

With edit and copy permissions, you can copy and transfer Drive files in your Shared with me folder.

### Google Calendar

Transfer your own calendars to another owner in a new Google Workspace account:

[Transfer Google calendars or events](#)

You can download calendars in your My calendars list or share individual calendars with users in a new account:

[Export your Google calendar](#)

### Google Contacts

You can export your contacts to a CSV file and then transfer them to your new account by importing them:

[Export and back up contacts](#)

[Import your contacts](#)

### Google Sites

A site owner can copy their site to their new account and share it with other users:

[Move a site](#)

### YouTube

If your channel is connected to a Brand Account, you can change channel owners and managers:

[How Brand Accounts work with YouTube](#)

[Change channel owners and managers](#)

### Other Google products

You can export and download data from other Google products, such as Google My Maps and Photos. Then, you can move the data to the new account:

[Download your Google data](#)



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