



# IPAD DISTRIBUTION PROCEDURES

- Students in grades 7 & 8 will be dismissed from the auditorium and will go directly to their last year's advisory class to pick up their iPads.
- When students arrive at their assigned advisory class teachers should begin completing the iPad Student Inventory Form.
- Each advisory teacher in grades 7 & 8 will receive an iPad inventory form for recording student's name, serial number and condition of the student's iPad.
- Check each iPad for student serial number by:
  - opening the settings icon
  - select general (Middle of iPad screen left-hand side)
  - select about (Top of Screen)
  - only record the serial number if it is different.
- Check each iPad for condition or damages.
  - iPads with damages should be recorded. Example: One corner has a ding and cover is torn.
- iPads will be checked out to student officially after the iPad inventory form has been completed and a copy submitted to the office.

## **Student Mandatory Home Screen Set Up Protocol - Picto Chart Application**

- A student is required to have the following information on their iPad home screen at all times and will require set up during connect.
  - Student Photo
  - Students Name and Grade level
  - Student ID
  - Advisory Teachers Name & Room Number