

iPads

Student/Teacher Procedures

Century High School 2012-2013

Check- Out Procedures

- * Treat iPads like students *on a field trip.Count them coming and going.
- * Always assign iPads by number to individual students

Expectations

- * Keep iPads clean
- * Don't change settings
- * Save work to cloud or student e-mail

Check-in Procedures

- * Return all iPads in correct numbered slots
- * Plug-in iPads and cart to ensure they stay charged for the next teacher
- * Return cart by 3:35

Check-out Procedures

1. Sign-up for iPad carts as you would for our computer lab or mobile carts. See Century Website to check availability and your department signup representative to reserve the cart.
2. Count the iPads at checkout, record number in logbook. If any are missing, let Angie, Yolanda, Ruth, Mailika or Parinita know immediately.
3. Always assign the same iPad to the same student. Each iPad is numbered. Using your roster assign iPads. (i.e. Ana Alvarado always uses iPad #1; Bill Cruz always uses iPad #2.) If a problem arises, you will have a better idea where to look

Student and Teacher Expectations

1. No Food, drink, or dirty fingers
2. Clean screen with micro cloth, do not rub or try to clean screen with other things.
3. Circulate classroom and be observant of students. Beware of students logging in to iTunes or changing settings
4. No downloading of apps: See Angie, Ruth, Mallika or Parinita if you have apps that you want added.
5. All student work must be sent through email (no saving of documents/pictures to the iPads)

Check-in Procedures

1. Return iPads to the " Home" screen before turning in.
2. Return iPads to proper positions by iPad number in the corresponding numbered slot in cart, plugged in for charging.
3. Count each iPad to ensure that all have been turned in before letting students leave the room each period.
4. Record the number of iPads in the cart logbook, sign logbook and return cart to library by 3:45