Green Elementary iPad Guidelines for Teachers 2015-2016

**Updating iOS:** Please check with Eileen Falcone before upgrading to a new iOS version. Tech Services likes to wait a bit when a new version comes out to see if there are any major bugs associated with it. Once you are cleared, you can go to Settings: General, Software update. Click on “Enable Location Services” and choose “Don’t add passcode” and “continue” when it asks, are you sure? Leave all iCloud functions turned to “off” except “Find My iPad.”

**Passcode**

Please do not put a passcode on your iPad. Students should not have access to a teacher mClass iPad.

**iCloud Account**

* The iCloud account is separate from the iTunes account.
* **Do not** create or use your own iCloud account.
* The iCloud on your account has been set to [itunes440-mClass@wcpss.net](mailto:itunes440-mClass@wcpss.net) account or [itunes440-admin@wcpss.net](mailto:itunes440-admin@wcpss.net)), and all functions are turned off except “Find My iPad.” If this is not what your iCloud looks like, please let me know.
* Do not change any of the iCloud settings, or **everyone** in our school can see your pictures, email etc. “Find My iPad” will enable us to find your iPad if it is lost or stolen. In iCloud, under “Find My IPad” make sure “Send Last Location” is enabled (set to green).

**Name your iPad**

* This is necessary to make the “Find My iPad” function work.
* Go to Settings; General; About; Name – touch it to edit. Use your lotus ID name.

**Teacher Apps**

* Create and use a personal iTunes account for Teacher apps or personal apps.
* Use your wcpss email address to create this account to avoid mixing with your personal/home iTunes account.
* It is possible to create an iTunes account without using a credit card. Do this by going through the motions of downloading a free app, and when you get to the Billing Information, chose “none” for method of payment.
* Apps are associated with your iTunes account, not the iPad itself.

**Log-In or Log-out of iTunes Account**

* In Settings, go to “iTunes and App Store”
* If there is another iTunes account listed, delete it and enter your own account
* Sign in with your personal school iTunes account password.

**Purchasing Apps for your Teacher iPad**

* There are many “free” apps, but sometimes you will find you have only limited use unless you purchase further upgrades to the app.
* Any apps you purchase are for your use and will travel with your and your iTunes account. They are not tied to the iPad itself.
* Any apps that you purchase **cannot** be downloaded for use on multiple iPads.
* When you return your iPad, you must delete all your personal apps (unless you will be using it again the following year). They will still be available when you sign in on another iPad with the same iTunes account you used when you purchased them.
* iTunes gift cards may be used for Teacher apps through a personal iTunes account but not for purchasing Student apps.

**Purchasing Apps for Student iPads**

* Soon we will have class sets of iPads for student use.
* Apple has implemented the Volume Purchasing Program for Education. All student apps that have a cost associated must be purchased through the VPP by your school iPad administrator (Falcone or Shearer).
* This Volume Purchase Program allows educational institutions to purchase multiple copies of the same app or book at a discount.

**Responsibility**

* **Please handle with care – in general, you will be held responsible for damage such as cracked screens, water exposure, etc.**

**Questions?**

Eileen Falcone is the school iPad administrator. If you have any questions, please don’t hesitate to ask.