

# iPAD CARE & HANDLING

## Home Use

Students will be bringing their iPads home for learning purposes. Some tips for home use:

- The iPad should never be left unattended in a public place or in a car.
- Parents are encouraged to work with their student to set up home guidelines for the use of the iPad.
- Students are allowed to connect to wireless networks at home on their iPads. This will assist them with iPad use while at home.
- iPads should not be exposed to extreme heat or cold.



## iPad Screen

iPad screens can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure on the screen, particularly on the corners.

- Do not lean on the top of the iPad.
- Do not place anything on or near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any liquids or cleaning products.
- Avoid using sharp objects on the iPad or placing your iPad in a backpack or bag containing sharp objects.
- Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen. Do not drop or toss backpacks or bags containing the iPad.

## iPad Case



The purpose of the case is to protect the iPad, especially while it's being transported. The iPad must remain in the school-issued protective case at all times. Students may decorate and individualize this case (stickers, etc.) if they wish, as long as the adornment is appropriate and does not degrade the protective nature of the case. No stickers or any other items should be attached to the iPad itself unless placed there by school staff.

## Storing the iPad

When students are not using their iPads, they should store them in their locked hallway locker. Nothing should be placed on top of the iPad when stored in the locker. All students are expected to take their iPads home every day after school. iPads should not be stored in a vehicle.



## iPads Left in Unsupervised Areas

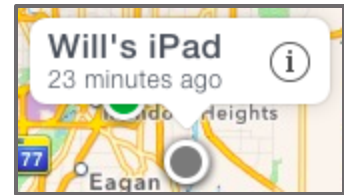
Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, restrooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office. Do not leave the iPad on the floor where it can be stepped on.

## Locating an iPad

Go to: [www.icloud.com](http://www.icloud.com)

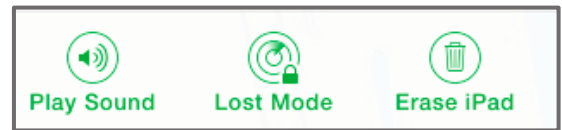
Enter Apple ID and password.

If your iPad is simply misplaced in proximity your current location, you can choose the “play sound” option.



## Lost or Stolen iPads

Device loss, damage or breakage due to student misuse or neglect will be managed on a case-by-case basis. Students may be responsible for some or all of the cost of a device. Students who lose, break or are the victim of theft of their school-owned device will be given a temporary device until the matter can be resolved. If an iPad is lost or stolen, it will be disabled immediately; no one will be able to use the device until it is recovered and reset by district technology staff.



If an iPad is lost or stolen:

- the student or parent/guardian is required to notify a school administrator as soon as possible.
- file a report with your local police department, i.e. West St. Paul, Mendota Heights or Eagan Police Department.

### Damaged iPads



Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to your school’s Media Center as soon as possible. iPad repair or replacement options will be determined by the school district’s electronic repair department. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

## Charging and Monitoring the Battery

The iPad has an internal, lithium-ion rechargeable battery. The best way to charge the iPad battery is to connect it to a power outlet using the included charging cable and USB power adapter (charging block). The iPad may also be charged when connected to a USB 2.0 port on a computer. If it is connected to a computer that doesn’t provide enough power to charge the iPad, a “Not Charging” message appears in the status bar. Note: The iPad battery may drain instead of charge if iPad is connected to a computer that’s turned off or in sleep or standby mode or if it is connected to a USB hub or to the USB port on a keyboard.

- Students will be issued one power cord at the start of the school year. This cord should stay at home for charging.
- Like an iPad, chargers are the responsibility of the student/family.
- Students are expected to bring a fully charged iPad to school every day.
- A limited number of charging stations are available at school.



## Safety Guidelines

Don’t sleep with or place the iPad or power adapter under a blanket, pillow or your body when it’s plugged into a power source. It’s important to keep an iPad and its power adapter in a well-ventilated area when it is being used or charged. Also, when using headphones or earbuds, turn on the audio and check the volume before putting them on. Listening to sound at high volumes may damage hearing.

