

Apple Volume Purchasing Program - VPP APPLE ID

Volume Purchasing Program (VPP) is how all apps should be purchased both free or paid when using an institutional device. Any device that has an asset tag attached is considered an institutional device.

Apps that require students to create accounts and are not already on the district's approved list, will have to go through a vetting process to ensure student data privacy and protection policies are in place. The process of vetting could be anywhere from a few weeks to a few months, so be sure to submit your request several months before you plan to use it.

FREE

The app must be district approved before you can request it. To view the current approved list please visit <https://edtech.mooreschools.com/support/new-program-approval-process/is-it-district-approved>

- If the app is on the approved list, you may submit a ticket choosing the **Software/Online Systems > Apple App Store > Request App** option, then choose Request App
 - In the "Describe your issue" box, provide the **app name, app store link, asset tags and room number** of iPads needing the app.
- If the app is NOT district approved, Submit an Incident IQ ticket choosing **Software/Online Systems > Get Approval for Program, App, or Extension that is FREE**
 - There are a series of questions you will need to answer in order to submit this request. To preview this process, visit the Program Approval Process website at <https://edtech.mooreschools.com/support/new-program-approval-process>

PAID

All purchased digital products need to have a data privacy agreement on file BEFORE the purchase order can be processed. Therefore, you must first submit a ticket through IIQ choosing **Software/Online Systems > Get Approval for Program, App, or Extension that will be PURCHASED.**

- In the "Describe your issue" box, **provide the app name, app store link, number of licenses needed, and the asset tags of all iPads that need the app installed.** Please remember there is a discount if you purchase 20 or more of the same app.
 - i.e. *Sesame Street Alphabet Kitchen*
<https://itunes.apple.com/us/app/sesame-street-alphabet-kitchen/id1039971485?mt=8>
50 licenses needed
Will be installed on the following iPads... (List asset tags)
- Once your product has a data privacy approval, we will add your secretary as a follower in the ticket and assign the ticket to Lisa Grace to get a quote for the app.
- The secretary will need to download the data privacy approval statement and the Quote from the IIQ ticket, so they can attach it to the PO request that goes to the Finance team.
- Once everything is approved, please attach the PO to the IIQ ticket. When we receive the PO for purchase, our team will purchase the app and push it out to the iPads.