

## **IPAD END OF YEAR - ELEMENTARY**

- In order to prepare for this process, iPads will need to stop going home with learners during the final two weeks of school.
- Technology will provide all plastic bags and boxes and a spreadsheet for each classroom for documentation. All items will be deployed to elementary schools by the final second Wednesday in May.
- Library Media Specialists will need class lists for summer school and ESY (Extended School Year) and a list of students leaving the district.
- Prior to collection:
  - All iPads and bricks need to be labeled with at least the student's first and last name. The student's ID number should not be on the iPad label or brick label.
  - All Clever badges and other account login information labels need to be removed.
- Classroom teacher will look over the iPad, case, brick, and cord checking for damage and/or missing components. Cord and brick must be the original item given to them or replaced with an Apple product. Any non-apple products need to be returned to students and documented accordingly on student information sheet and spreadsheet. For any damages and/or charges refer to that section below.
- The classroom teacher will place the completed information sheet, iPad, brick, and cord into the provided plastic bag.
  - The sheet should be placed in the bag unfolded with the information on the outside.
  - Note damaged bricks and/or cords on the information sheet.
  - The iPad should be placed in the bag so the back is on the outside with student's name visible.
- For learners returning to the same school, bagged iPads and accessories will be put in a box labeled with the current grade and classroom teacher.

### **Grade 5 Learners:**

- Follow the procedures above, then:
  - Check in iPad in Resource Manager
  - Put the bagged iPad and accessories in the box for their next middle school.
  - Next school assignment is on their white sheet, if this information is incorrect, please contact the office as this information was curated through the Student Information System.

### **ESY/Summer School Learners:**

- Follow the procedures above, then:
  - Pull the iPads of students attending summer school or ESY and put them in a box labeled with the summer school teacher and building. Technology will deliver them to the correct school.
  - Summer School teachers need to keep plastic bags and information sheets. At the end of summer school, the iPads and accessories need to go back into the bags like the above procedures.
  - At the end of summer school, the students' bagged iPads and accessories need to be put back into their correct box.
- Students attending a summer school session not at their home building, need to have their completed bags placed in a box for the appropriate school. The Technology team will ensure they are returned
- If a learner leaves the building or district after summer school, highlight a note on their white sheet. And place the device kit in the box labeled Moving. The Technology team will take care of this box.

### **Non-Returning Learners:**

- Follow the procedures above, then:
  - Media Specialists who will check the device in using Resource Manager.
  - The Technology team will remove students and reset the devices.
  - If the device has a SPED cover return cover, please return to the Special Education Assistive Technology Coordinator.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

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### **Non-Returning Educator:**

- Educators who are moving buildings keep their iPad.
- Educators not returning to the district will need to have the media specialist in their building check in the device and then follow the procedure sent to them by the Technology Department.
  - These will go to the office and will not be in your library.

### **Damaged Devices:**

iPads will be checked for damage and functionality at the end of the school year.

- Each classroom teacher will document the status for each learner's device, brick, cord, and case on a given checklist and spreadsheet.
- Office staff will contact the guardian of the learner and let them know damage/charges and give instructions on how to pay.
- Update the spreadsheet to note the status of payment.

Library Media Specialist will do the following: (They may be assisted by office staff)

- Document damage on spreadsheet provided the technology team.
- Check in the device in Resource Manager and edit item's status to Out for Repair.
  - If backstock is available –label the iPad with student first and last name. Place new iPad along with checklist and accessories into plastic bags and place with current classes items.
  - Place damaged iPad in damaged box.
  - If no backstock is available, put the damaged iPad in the plastic bag with information sheets and plastic bag of accessories in the box labeled damaged. The Technology team will take care of assigning the new iPad.
  - After collection is complete the technology team will handle the box labeled damaged.