# Checkout and Return

1. Please check out the cart prior to 8:20 AM and return to room 421 by 3:40 PM.
2. Do not send students to pick up or return the cart. The cart must be transported by a teacher.
3. Do not leave the cart or iPads unattended in the classroom. If you need to leave the room, please make sure all ipads are put away, the door is closed and that you lock the classroom door when you leave.
4. Make sure to unplug the cart before moving it.

# Student Usage

1. When checking out iPads, the teacher should remove the tablet for the student. Unplug the sync cable before removing the tablet from its slot.
2. MONITOR YOUR STUDENTS. Please go over the following rules with students the first time they use them:
   1. *Respect the technology you are being allowed to use.*
   2. *Stay on task and only use the iPads as directed.*
   3. *You do not have permissions to add or delete apps.*
   4. *Students are not allowed to sign into personal accounts on the device.*
   5. *Students are not allowed to change the settings or background on the device.*
   6. *Misuse of the iPad in any way will result in loss of computer privileges. This includes any violation of the District Internet Use Agreement. It also includes, using the iPads for non-school purposes, defacing or damaging property in anyway including, but not limited to: scratches, dents, removing cases or screen savers, cables, etc.*
3. When returning the iPads to the cart, the teacher is required to replace each iPad – Not the student. Do not allow students to leave the room until all iPads are accounted for. The cover goes to the left, and the apple logo to the right. Insert the tablet completely before plugging it in.

# App Requests

1. All app requests must be submitted at least a week in advance of checking out the cart.
2. Free apps are easier to add than those that cost money. Paid apps take longer to procure and must be something that benefits multiple classrooms.
3. Again, please do not allow students to delete apps.