

CLASS IPAD PROCEDURES

At the START of the day ...

CHECK THE NUMBER OF DEVICES THAT ARE PRESENT

- Ensure that there is an **orderly procedure** in handing out the iPads. Students are not to have free reign in getting them out of the trolleys.
- Once the iPads have been collected check iPads to record in the Device Check form (accessed via the QR code below) any missing or damaged iPads.

DURING the lesson ...

- Ensure students are not misusing the technology.
- Expect students to treat the devices with **respect**.
- NEVER** allow students to leave the room with a device unless under teacher supervision.

iPad ISSUES ...

- If an iPad is damaged, has graffiti or marks on it, or is not working. **Please log this in the Device Check form. Use the QR code below to access.**

BEFORE the end of the day ...

- Ensure that you have **checked** every device for damage.
- Pack up the iPads and return them to the appropriate trolley.
- Check that ALL of the iPads are charging (make sure they are plugged in, and the trolley is on).
- Once all the trolleys have been checked, log this in the device check using the QR Code below.

