



## iPad Guidelines and Management

Our Library has two sets of iPads, 15 units in each set, available for booking (one or both sets at a time). Below are some important Recommendations and Guidelines for use.

1. Understanding what you can and cannot do on an iPad
  - ✓ iPads are great for searching for information and creating projects using Apps, but they do not store information well, and even emailing can be difficult.
  - ✓ Before signing out the iPads you should have a clear idea of what you are trying to accomplish, what Apps you will use, and how your students are going to store and show their work.
  - ✓ Please test everything before you begin your project.
  - ✓ It is very easy to tamper with work that already exists on the iPad, so unlike the computer lab which can be used by multiple classes on any given day, you will hold the iPads in your classroom for the duration of your project. This may mean that students will have to return them to the Library at the end of the day for charging.
  - ✓ It takes time to build up a repertoire of projects that are well suited to the iPad and I will be happy to work with anyone wishing to tackle them.
  
2. Procedures
  - ✓ You may book the iPad sets by contacting Martha in the library. Both sets can be booked at once if you want each student to have one.
  - ✓ You will keep the iPads for the duration of your project. If they need to be charged, return them to the library overnight.
  - ✓ Because student work is easily deleted, if you are using the iPads with more than one class the "Instructions For Use" (attached) will need to be well understood by all students.
  - ✓ As well as reading the **Instructions For Use** to students, please ensure that they have signed the **iPad Tracking Form**.
  - ✓ Please let me know if there is anything I can do to assist you.



## iPads – Instructions for Use and Tracking Form

1. Each student will be assigned an iPad for the duration of the project. Please sign the Tracking Form below.
2. iPads are very much designed for individual, not group work, so all users are required to understand and follow the following rules:
  - Do not change any settings on the iPad.
  - Do not tamper with or delete any work by another student you may see stored on the iPad.
  - Do not attempt to install any Apps using you own iTunes account.
  - Do not attempt to delete any Apps.
  - Work on your research and project to be created only. Do not fool around with the camera or any other tools.
  - Failure to follow these rules will result in loss of privileges.

Name	iPad number	Name	iPad number
	1		16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15		30