

iPad Cart General Care and Guidelines

Mt. Pleasant Elementary School

General Care

- Since the screens are glass, avoid dropping the devices.
- Do not set books or stack items on top of iPads.
- Avoid placing excessive pressure or weight on the iPad screen.
- Do not write, draw, paint, or place stickers or labels on the iPad cases or cart.
- Do not place food or drink near the iPads. All food and drink should be put away before taking the netbooks out of the carts.
- Carefully insert cords and cables to avoid damage to the iPad ports.
- Wipe surfaces with a clean, lint-free cloth and warm water. Wring the cloth well before wiping and dry it off to finish. Take care to keep water out of the crevices and openings in the case.
- Wash hands before using the iPads.
- Use both hands to transport the devices or hug it up close to your chest when carrying it around the classroom.
- Avoid touching the screen with pens, pencils, or any sharp instrument.
- Take care to avoid excessive moisture and extreme temperatures.
- Do not leave iPads unattended.
- Do not remove the iPads from their protective cases.
- Never place iPads on the floor.
- Take care not to bump or bang the iPad cart when rolling it through tight places to avoid damage to the plugs, lights, and locks.
- iPads should be stored in the locked cart when not in use and before leaving each evening.
- Do not remove the chargers or cables from the cart. Leave them hanging in place.

Guidelines

- The iPad cart will be stationed in the Media Center Computer Lab. There are currently 14 devices available for use.
- iPads are available on a first come, first serve basis. To plan in advance, please reserve the number of iPads needed on the calendar in the computer lab.
- Only teachers or teacher assistants may check out and transport the devices. Substitute teachers may not check them out.
- Teachers may take individual devices out of the cart for use or roll the entire cart to their classroom.
- Individual iPads or the entire cart must be checked out through Destiny before taking them to your classroom.
- iPads must be checked back in and returned to the cart each day unless prior arrangements have been made.

- iPads in this cart must remain at school at all times.
- When returning iPads, remember to check them back in through Destiny and plug them into the chargers in the cart. Make sure the cart is plugged in and the switch light is on so the devices will be charged for the next users.
- The iPads are numbered. Please put them back in numerical order when returning to the cart.
- Please report damages and problems immediately by posting on the Technology Request Google form.
- Do not sign out of Apple ID for ANY reason!
- Do not delete apps.
- iPads should connect to the WCS wireless network.
- If iPads freeze or act unexpectedly, completely shut down and reboot the device.
- A list of available apps may be found at www.juliebenton.weebly.com/mpes-student-ipad-apps.html.
- If you wish to request a new free app, you should make a post on Julie Benton's Technology Request Google form found at www.juliebenton.weebly.com. Please plan in advance and allow time for installation, as new apps have to be loaded manually on EACH device. Currently, paid apps will not be considered for installation.

Opening the Cart

- **To open the front door lock** – Dial the combination and depress the shackle.
- **To lock** – Scramble the combination wheels, make sure the white “B” symbol is facing forward, and close the shackle.
- **Combination for front door lock** – School number backward followed by a zero.
- The above combination will NOT open the padlock on the back door. Please see Julie Benton if netbook power supplies need to be checked.