

## iPad Information and Sign Out Procedures

### Current iPad Carts

- **Red Cart:** 30 New iPads: ESE, ESOL, School Psych, Early Childhood and Technology. Apps available are online
- **Blue Cart (minis):** 30 iPads: Literacy, K-12 and Art. Apps available online
- **Black Cart:** 30 iPads Math, science, social students, PE/Health. Apps available online

### Signing out iPads to Use in Class

**Step 1:** See if the iPads are available. You can see the calendar at this [site](#) or in Teams

**Step 2:** You need to fill out the online form at the same site You can see the calendar at this [site](#)  
The request is sent to the office and if they are available, it will be put on the calendar. If not available, you will be notified. If form is not available, send this information in an email to office secretaries: Instructor's Name, Class Identification (e.g., EEX 3764), Cart Requested: Red, blue, orange, mini, Dates/Times Requested. Beginning and ending times. (e.g., From Monday Oct 2 12:30 to Monday Oct 9th 2:00.

**Step 3:** Once approved, you will pick up your iPads in storage room in ZEB 141

- To access ZEB 141, you need the following
  - Have your ID card activated to use the door swipe which gives you access to the room. Contact Jenny for this
  - You need to have the alarm code in case the alarm is on in the room. The alarm code is **See departmental Secretary**.
    - Using the code: As you enter the room, if the alarm is beeping, enter the code. When leaving, you need to have the door closed and you need to stand still until the system indicates you can set the alarm. Then you put the code back in and pull the door shut.
    - Unlocking the lock on the iPad carts. The iPad carts have an orange lock on them. To unlock them, you need to put in the code **0415 (see departmental secretary)**. When you put the lock back on, you need to move the lock numbers away from the code so that it will lock.
  - You will need to put the iPads back in the cart and make sure they are plugged in. Then return the cart to the room and plug in cart.
  - NOTE: There are pelican cases to take the iPads out of the ZEB building. The carts are to be kept in the ZEB building.

### Signing out iPads to Use by Students at Home

- You can sign out the iPads for your students to take home to do assignments.
- Typically, we sign out for one week. If available, two weeks is an option.
- Requesting and access procedures are similar to those above. However, you must also have your students fill out the "iPad Lending Policy Form" found at this [site](#) or in Teams
- Faculty are responsible for signing out and return of the iPads.
- Other things to remember
  - Be sure to have students sign out cables and chargers too
  - If you have students set up an email account in the iPad, be sure those accounts are deleted when returned.
  - Students should delete work that they have done on the iPad (e.g., pictures taken, lessons developed in an app)