



iPad Cart Check Out

Instructions

DO NOT DOWNLOAD APPS,

FREE OR OTHERWISE!

- It is the responsibility of the requesting teacher to make sure the iPads are returned to the library in order **with each iPad plugged in and inserted into the corresponding slot.** If they are not plugged into the proper slots, there will be issues the next time we try to sync them. Also be sure the iPads are in their cases and are completely plugged in, as they are very sensitive, and will need to be charged to be used by subsequent classes.
- The requesting teacher will be responsible for picking up AND returning the iPad cart to the library. **STUDENTS ARE NOT ALLOWED TO RETURN THE CART FOR YOU.**
- **Each iPad on the cart must be signed out on the iPad sheet in the notebook kept on the top of the cart.** When an iPad is given to a student, they must write their name in the corresponding column. Understanding that multiple students may be sharing iPads, the requesting teacher must ensure that **ALL** students who will have access to a particular iPad write their names in the notebook. *The requesting teacher is ultimately responsible for any iPads that go missing or are returned with problems.*
- **If a problem arises during the use of an iPad, do not try to fix it.** Note the problem in the book, and the librarians will look into it when the cart is returned.
- **DO NOT DOWNLOAD APPS!** Please write all requested apps on the sheet in the iPad binder and the librarians will review it. Any downloaded apps will be removed.
- **All pictures and videos taken will be deleted at the end of the week, so please have students email themselves any pictures or videos they'd like to save, or post them to a file sharing website like Dropbox or Skydrive so they can be accessed later.**

DO NOT SEND A STUDENT TO PICK UP THE IPAD CART;

THEY WILL NOT BE ALLOWED TO LEAVE THE LIBRARY WITH IT!

SUBSTITUTES WILL NOT BE ALLOWED TO USE CARTS.

Please make other arrangements for your subs that do not include the iPad cart.

FAILURE TO ADHERE TO THESE POLICIES WILL RESULT IN IPAD CART PRIVILEGES BEING SUSPENDED