2018/19 - Grade 9 & 10 iPad Collection

June 19	June 20	June 21	June 24	June 25

❏ ***Continuous Intake of iPads*** in the Learning Commons for all grade 9, 10 and 11 students who have backed up their notes and data and DO NOT NEED THEIR iPADS FOR THEIR EXAMS.

Backing up iPad data and clearing the passcode: please share the following information with your students.

❏ * Please ensure that students backup all important data on their iPads to Google Drive. Collected iPads may be wiped over the summer to accommodate updates.
❏ *Grade 11 ipads will be replaced in September 2019 (the lease is up for these devices)
❏ * Back-up instructions can be found here (backing up your device), and will be posted to each student's iPad.
❏ * Before collecting the iPads, we need the device passcode cleared.
❏ Go to the Settings App and in the left-hand column select Passcode. You will be prompted to enter your current passcode.
❏ Click on Turn Passcode Off on the right and you will be asked to enter your passcode again.

What is being collected:

❏ iPad
❏ Case - front/back (3pcs)
❏ Charger
❏ Cable

June 19 - 24	June 25	June 26	June 27
❏ Continuous Intake of iPads will continue in the Library Learning Commons and the conference room.	❏ If students are keeping their iPads for their exams please remind them to BRING THEIR iPADS TO THEIR LAST EXAM ❏ **Collection of iPads on last day of regular exams (June 25th) - please see instructions below*.** ❏ Continuous Intake of iPads in the conference room for any remaining devices.	❏ Continuous Intake of iPads will continue in the Library Learning Commons.	

❏ *A team of staff will provide a bin to all teachers with grade 9, 10 & 11 period 1 exams.
❏ In the bin will be ziploc bags and "Returning your iPad' forms (Grade specific and generic)
❏ Please allow a few minutes **before the start of your exam** for students to fill in the form and sign it
❏ Students are to place their device with case, charger and cable into the ziploc bag, form information side facing out
❏ Staff from the collection team will circulate to all exam rooms to collect the forms and devices.
❏ Please ask any students who have forgotten their iPads to return the device to the LLC as soon as possible