

Agenda
11th Grade iPad Meeting
Wednesday, September 21, 2016

Distribution

Will take place In 11th Grade Homerooms on Thursday, 9/22/16
Students will receive: iPad, Case, Charger -> Responsible for all 3 per the policy

Acceptable Use Policy

All students have read and agreed to the Acceptable Use Policy, please remember that these devices are school property and that students must adhere to the Acceptable Use Policy even when outside of school premises.

Check Ins

Take place weekly in HR/along with transpass distribution (MUST initial 2 sheets)
During check in: must show your iPad & Case to your HR teacher
IT Department will give 1 week notice for 11th grade collection (updates,etc.)

Damage

Any/all damage must be reported by emailing tech@petchs.org
Once damage is reported, IT Department will schedule a service call.
(Students are responsible for damaged devices, costs will be aligned with damage survey.)

Assistance

If you need help with any iPad feature, you can schedule a service call by emailing tech@petchs.org

Lost Devices

Lost devices are to be reported to the 5th Floor Student Services Office either the same day/the day following your realizing that a device is missing. They will report it to the IT Department and we will assist in trying to locate device.
(Students are responsible for lost devices.)

Stolen Devices

Stolen devices are to be reported to the 5th Floor Student Services Office either the same day/ the day following your realizing that a device is stolen. You **must file a police report** and follow the procedures in the student handbook. They will report it to the IT Department and we will assist in trying to locate.
(Students are responsible for stolen devices.)

Tech Tips

DO's

- Adhere to the AUP policy at all times, found on your Google Drives.
- Use PETCHS email address for all apps/web programs
- Charge your iPad at home each night
- Remember to bring it to school each day and to check ins each week
- Sign in to applications on iPad using school email address(including Google)
- Check the PETCHS iPad page on website for more information
- Read your Student Handbook for all Policies
- Treat your iPad with care
- Email tech@petchs.org if you need help with any feature of your iPad

DONT'S

- Do not turn off location settings on device
- Do not logout of iCloud
- Do not change your passwords (your teachers have access to it, in case you forget it)
- Do not lose your iPad, charger or case