

# iPad Cart Procedures



<http://www.speedofcreativity.org/2014/01/25/lessons-learned-with-elementary-stem-centers/>

## Security

- Keep the carts locked when not in use.
- Return individual iPads to their cart at the end of each day. Place them in the slot that matches the iPad number.
- Make sure that the iPads are connected to the cable after use as they need to be charged. You need to be careful when connecting the cables as the cord that goes into the iPad is fragile and can be damaged easily.

## Management

- Each iPad must be assigned a number, e.g. 1, 2, 3.....
- Teachers need to assign an iPad number to each student and ensure that the students use that same iPad each time. This will help hold students accountable for proper use and care of the iPad. Keep a current roster of your students' iPad numbers.
- The power cord **MUST** be plugged into a power source at the end of each day and over the weekend.

# iPad Cart Procedures

## Student Use

- Have the students open their iPad and show it to you when they check it out at the beginning of the class as well as when they check it back at the end of the class.
- Please report any damage to the iPad coordinator at your site.
- Walk around the room and monitor students as they are working on the iPads.
- Food and drinks should NOT be anywhere in the classroom when iPads are in use.

## End of Use

- Teach the students to ensure that the iPads are completely off before they close them.
- Be sure to allow students sufficient time to put the iPads away prior to leaving class. Students should not be dismissed until all iPads are accounted for and the cart has been inspected by you.
- Check for any damage before students return the iPads to the cart.
- Students and/or teachers must return iPads to the corresponding numbered, shelf in the cart, and iPads should be plugged in to the cart.
- If you do not have immediate plans to use the iPads again, return the cart to the central location and **PLUG IT IN** to the wall outlet to ensure that they are fully charged for the next user.

