

iPad Trolleys Checklist v1 @ 1/8/16

- ☐ Book the trolley on Millennium
- ☐ Collect the trolley key from the appropriate staffroom (**teacher only**)
- ☐ Turn off the power point and wind up the power cable (**teacher only**)
- ☐ Wheel the trolley to the classroom (**teacher only**)

- ☐ Unlock the front lock and lock it back through one of the holes (**teacher only**)
- ☐ Confirm that the number of iPads matches the number indicated on the front of the trolley. If there is a discrepancy, report it to the Head Teacher responsible for the trolley immediately (**teacher only**)
- ☐ Unplug all pads by gripping the connector not the cable (a responsible student may do this)

- ☐ Remind students of the expectations when using the iPads: Do not change the settings (other than volume/screen brightness), the iPads are not to be removed from their cases, report any damage immediately & be careful and responsible when using the iPads
- ☐ Show students the 'iPad Authentication' poster. If they click cancel without entering their username and password, the iPad will not connect to the internet
- ☐ Distribute the iPads

You will require 5 minutes (minimum) to pack up

- ☐ Instruct students to log out of all apps/websites and close all apps
- ☐ Return all iPads to the trolley
- ☐ A pair of responsible students should plug in the iPads
- ☐ Confirm that the correct number of iPads are in the trolley (**teacher only**)
- ☐ Lock the trolley (**teacher only**)
- ☐ Return it to the storeroom (**teacher only**)
- ☐ Plug in the power cable and switch on the power point
- ☐ Return the key to the appropriate staffroom

Notes:

- Report any iPad damage to the Head Teacher in charge of the trolley and to IT support through Millennium. Quote the barcode number on the back of the iPad. Put a post-it note on the iPad stating that the iPad is damaged and the date you reported it. Leave the iPad in the trolley
- Report any iPads that are not working properly to IT support through Millennium. Quote the barcode number on the back of the iPad. Put a post-it note on the iPad stating that the iPad is not working and the date you reported it. Leave the iPad in the trolley

Trolley responsibility:

D Upper- HSIE
E Lower – English

A Lower – TAS
E Upper – Maths

A Upper – PDHPE
G Lower - Science