iPad Trolleys Checklist V1 @ 1/8/16

☐ Book the trolley on Millennium
☐ Collect the trolley key form 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/website 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 though 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
- A Lower – TAS
- A Upper – PDHPE
- E Lower – English
- E Upper – Maths
- G Lower - Science