District Protocol for Instructing using
Apps on SD or Personal iPads

To purchase apps for mobile devices e.g. iPads/iPods, the following steps are required. It is very important for you stick with the district protocol to insure your safety and the safety of the students.

1. Find the app that you are interested in in the App Store or on the District Approved List. If you would like an app from the approved list, skip step #2 AND #5.
2. Read the EULA (End Users License Agreement)

THE WHAT?

The Privacy Policy for that app. You can find it by looking at the app in the App Store and scrolling down slightly until you find the Privacy Policy. If there is no Privacy Policy, you may need to look on the "Developer Website" to find the information.

WHY?

To ensure the safety of our students , their information and identity. You will also want to read their Terms of Use policy, which is always found on their website.
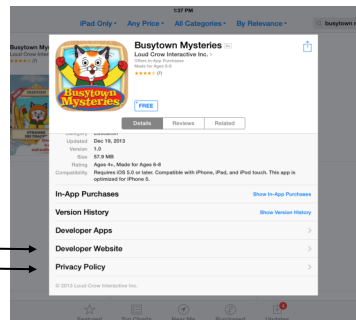
WHAT DO I LOOK FOR?

❑ **Is parental consent needed for children under 13 to use this app?** If so you will need to send home a consent form with each student using this app. Our Technology department is currently working on a template that you can modify for your use so please contact us.

❑ **Check to see if the information will be shared with a third party.** If yes, check to see how it is used. It is OK if the information is being used to better their product i.e. it is not given to other parties except those that collaborate in developing that app. If the information is being sold to a third party provider it is NOT permissible to use the app. If you are unsure, please contact us, we are very happy to help.

❑ **Is information from this app going to be stored in the cloud?** If yes, please make sure that the parent has signed the Personal Information Consent Form that was sent out at the beginning of the year regarding sharing information. This form is not perfect and we are currently working on a better one but it will cover this issue for now. **The fine for not having informed consent on file can be a charge of $2000-$5000 to the teacher and up to $50 000 to the school district!**
   (Please don't be discouraged by this and if you are unsure of anything, contact us!)

3. Get purchase approval from your site administrator.
4. Email: - the name of the app to be purchased
   - the account number to be charged,
   - a statement to let us know you have read the EULA
   - the requested timeline for delivery
   - the names (id's) of the Apple Devices (e.g. 35.iPad.3) that they are for
       to Lucianne at this email: Help.Desk@sd71.bc.ca
5. **THE TECH DEPARTMENT THEN DOES A FINAL REVIEW TO INSURE INTEGRITY OF THE APP prior to including it on the Supported and Recommended list.**
6. The SD#71 Technology Department Help Desk will accumulate the app orders and prior to placing the order advise if the minimum of ten has been reached or not, so that schools know if they are paying the discounted pricing, or full pricing for the apps requested.

Are you Sharing to the Cloud?

Anything saved outside the school district servers or not on your own personal device is on the cloud.

Please make sure that students with information going on the cloud have had the Personal Information Consent Form signed by their parent or guardian.

Contact information:

Lucianne (Help Desk)

Help.Desk@sd71.bc.ca

250-338-1425

We're Getting the Apps, Now How Do We Get them on the IPads?

1. The Help Desk orders and receives App Redemption Codes.
2. Redemption Codes (with Clickable Link) are emailed to the gmail accounts of the devices the apps were purchased for.
3. To redeem a code, simply open the email in the gmail account on the Apple device and click the link. The App Redeem Code is automatically verified and the app will begin to download.

> *IMPORTANT NOTE: redemption codes are only allowed to be downloaded to District approved iDevices. Furthermore, sharing apps across multiple iDevices without purchasing and holding on file an equal number of UNUSED redemption codes violates our Apple agreement and leaves us open to litigation.*

4. As a back-up, the Help Desk keeps track of which Apple Product, with its unique ID, has which apps bought for it.

Apple ID and Gmail Account?

What does the sticker mean?
Sticker number = School #.device type.device#

Your Apple ID:
You will need this to purchase apps for your iPad or imini.
Apple ID = Sticker on ipad or mini @sd71.bc.ca
Password = School #Ipad.device#   (no spaces) or for minis=School#Imini.number of device

You can only put this password in two times before you get locked out. If this happens, please contact Lucianne for help (Help.Desk@sd71.bc.ca or 250-338-1425)

You also have a Gmail account:
For ipads:
Address = school#.ipad.device#@online.sd71.bc.ca   (If your device number is 9 or less, place a 0 before it ex. 9 is 09)
Password = school#ipaddevice#   ex. 55ipad09 (There are no dots in this one.)

For ipad minis:
Address = school#.imini.device#@online.sd71.bc.ca   (You do not need to add 0s before number for the minis.)
Password = school#ipaddevice#   (There are no dots in this one.)

How Can I Figure Out How to Use My IPad Effectively?

Karen West, with the help of other School District #71 educators, has developed an iTunes University Course to help us out and give us ideas for apps to use. It is called a course but no one is going to check up on you and there are no assignments that you need to complete. There is just a whole bunch of extremely useful information about using iPads. To download this course resource to your iDevice, please follow the following steps:

1. On your device, download the free iTunes University app from the App Store
2. On your device launch Safari (internet browser)
3. In the address bar in Safari, type this code: htttps://itunesu.itunes.apple.com/enroll/KVT-85T-YY3
4. When the course enrolment request pops up, press ENROLL.
5. Once enrolment is approved you will then see the course sitting on your shelf in the iTunesU app.