



Office of Technology Back to School iPad Distribution

Back to School iPad Distribution Instructions:

- iPads will be delivered to buildings between **July 27, 2020** and **August 5, 2020**. The goal is to begin distribution on **August 10, 2020** and for every student to have the necessary resources prior to the **August 24, 2020** start date. Please include Adam Aurand and Kelly Burkholder on your communication plan for students and families to pick up their devices

NOTE: Students that were registered for Summer Programs may have already picked up their device. These students will have a **July 6, 2020** date on the Synergy Student Device Tracking screen.

Asset Tag	Asset Type	Date Deployed	Date Returned	Sibling Device
20194172	iPad	07/06/2020		No

- You will receive a list, via email, of your students alphabetically with their assigned iPad asset number on/before **August 3, 2020**.

As you distribute the iPads to each student, please ask the parent/guardian to sign the form indicating they received the device for their student and understand the accountability for damages and/or loss. We will have some blank lines at the bottom for any missed students. **Please return all signed reports to the Office of Technology on/before Monday, August 31, 2020.**

iPad Acceptance

I understand that the iPad and/or accessories that SDoL has provided are the property of The School District of Lancaster. I understand that any damage, loss, or theft of the iPad is to be reported to SDoL personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of the issued iPad.

All iPad repairs must be submitted through the SDoL Student Helpdesk Form or by calling the Helpdesk at 717.291.6137. Any repair attempted by other means will result in full replacement cost.

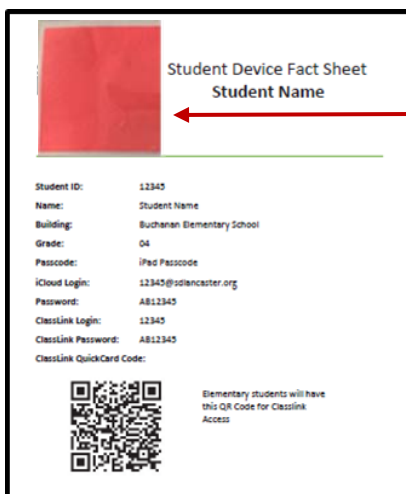
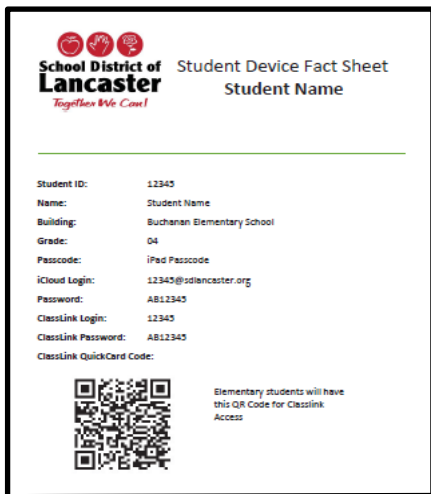
The home use of this device will be limited to the District approved applications and components of the Acceptable Use Policy.

- Each student will receive a packet with their name and login credentials. All iPads have been setup individually for each student so iPads cannot be shared or issued to a different student. If students do not pick up their device prior to school starting, the packet must be returned to the Office of Technology. We will work with every building to prepare another device should the student return to SDoL after the initial distribution as well as new students to SDoL.
- Please note that these iPads were prepped and skidded up for delivery the week of **July 27, 2020**. As students continue to transition between buildings, you may have a device belonging to a student in another school. I ask that you please work with the other school to deliver the device packet or send via inter-office mail. You may use the Synergy "Enrollment History" screen (focus to the District level) to locate a student if needed. Please note that iPads for elementary students enrolling in the new Cyber Pathways program will be distributed from their home building. Middle and High School students will be issued Chromebooks from the Cyber Staff later in August.
- We will run one more list to determine any new students as of **July 31, 2020** and deliver those to buildings the week of **August 3, 2020**.

Each packet (plastic envelope) contains the following:

Student Fact Sheet – Login Credentials

QR Codes will be included for elementary students to use with Classlink.



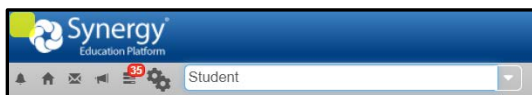
NOTE:

Students with a sticky note attached to their Fact Sheet have not returned their borrowed device from April-May.

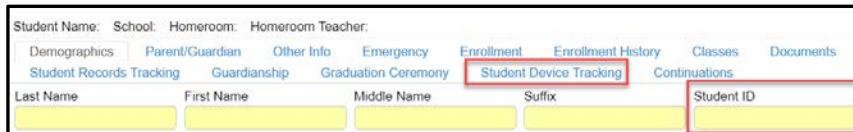
Please ask the students to return all devices – obligations may apply if not returned.

To Verify if a device was returned:

- Log into Synergy and launch the “Student” screen



- Click on the “Student Device Tracking Screen” and search for the Student ID



- The **Date Deployed** field will have a date of April or May and the **Date Returned** field will be blank
Note: The Sibling Device field should be “No” as this was the primary student issued the device.

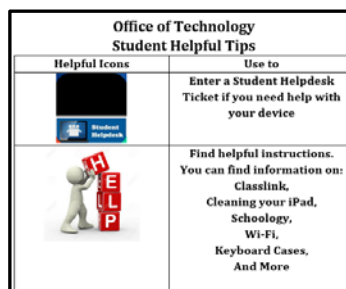
Asset Tag	Asset Type	Date Deployed	Date Returned	Sibling Device
20194172	iPad	07/06/2020		No
022421	iPad	04/02/2020		No

Please note that some students will have a July 6, 2020 distribution date (Summer Programs) and others will have the August 24, 2020 date for the start of school.

Helpdesk Card

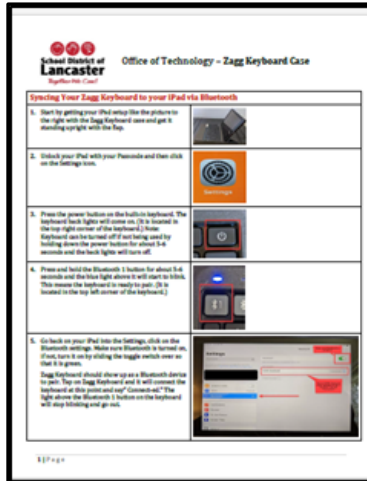
There are two icons pushed out to all iPads:

- Helpdesk Ticket
- Helpful FAQs (*app will take students to the SDoL Website - IT FAQ repository*)



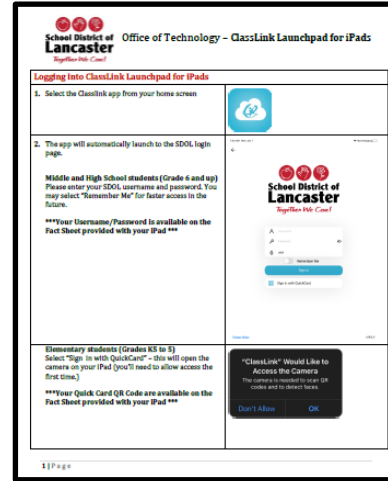
Zagg Keyboard Case Instructions

McCaskey Campus students in Grades 9-12 will receive the Zagg Keyboard Case.



Classlink Instructions

This will be the replacement for Clever.



iPad and Accessories

- iPad (Setup completed – student just enters passcode from Fact Sheet and ready to go!)
- Case (Keyboard cases will also have a black charging cable)
- Charging Cable
- Charging Brick

