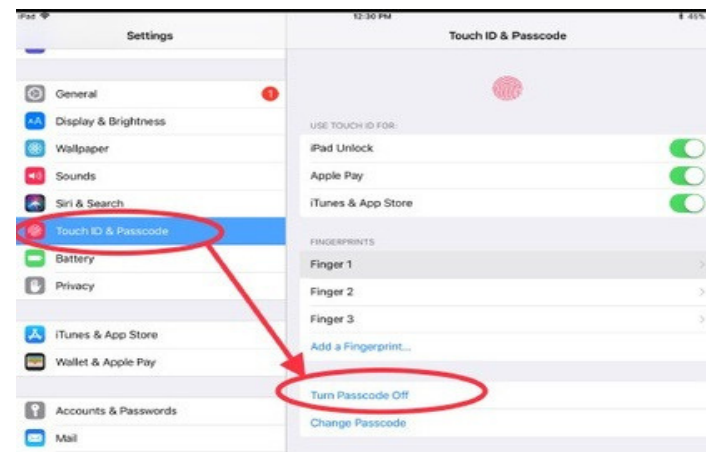# Student Instructions for iPad Collection

1) Charge iPad:

- iPad should be fully charged

2) Turn off Passcode:

- Go to *Settings* in the left column, select **Touch ID & Passcode.**
- You will be prompted to enter your current passcode.
- In the right-hand column, select **Turn Passcode Off**
- Enter your current passcode again.
- The passcode should now be turned off on your iPad.

3) Back up iPad:

- Make sure you are logged into iCloud with your Oxford school email address
- Go to Settings and tap on your name
- Tap **iCloud** on right side column
- Make sure that apps and settings are toggled on
- Tap **iCloud Backup** in right hand column
- If off, Toggle on **Back Up This iPad**
- Tap **Back Up Now**

4) Turn OFF your iPad

5) iPad and Equipment – Turn in:

- iPad
- Keyboard case – stickers must be removed from case to avoid charge
- Apple issued charger brick and cord

Equipment fees are as follows:
- Missing iPad: $299
- Third damaged iPad: $299
- Missing or damaged keyboard case: $130
  - *Stickers must be removed from case in order to avoid a charge
- Missing, damaged or third-party charging block: $19 and charging cord: $19