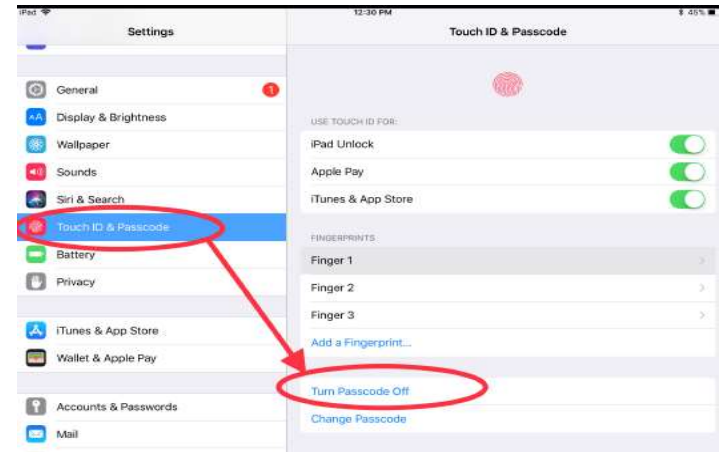# Student Instructions for iPad Collection

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**
   - You will be prompted on whether you want to "Turn Off Passcode Lock?" Respond **Turn 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 on iCloud backup on right hand column
   - Toggle on iCloud backup if off
   - 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

- 3rd damaged iPad: $299

- Missing or damaged keyboard case: $100
  *Stickers must be removed from case in order to avoid a charge
- Missing, damaged or third-party charging block: $19 and charging cord: $19