<table>
<thead>
<tr>
<th>Classroom/School Activity</th>
<th>How to address, suggestions</th>
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| Transitions when using iPad in classroom environment | ● Carry with two hands-clutch to chest or carry like a book.  
● Walk with your iPad.                                                                                                                                                                                                       |
| Passing time or other movement between rooms      | ● Close cover and carry with two hands-clutch to chest, carry like a book, or zip securely into a backpack.  
● Walk with your iPad.  
● Do not take out iPads in the bathroom, cafeteria, or gym (unless the PE teacher requires them).                                                                                                                              |
| Storage when not in use                           | ● Keep away from a sink or a heat source.  
● Do not leave in a cold or hot car.  
● Keep food and beverages away from your iPad.  
● Make sure cover is closed and put in sleep mode.  
● Lock in your locker if not in use for a class, on the top shelf or on top of the books--do not put books on top of it.                                                                                       |
| Classroom routines and rituals                    | ● Teach “tech on, tech off.”  
● Use Socrative, Google Form, etc. for Pre-Assessment.                                                                                                                                                                       |
| Where should chargers be?                         | ● Recommendation is that students leave chargers at home.  
● Schools or teachers may provide access to chargers at their discretion.                                                                                                                                                     |
| Procedure for dismissal                           | ● Make sure iPad is in your possession when you leave a classroom.  
● When you take it home make sure it is safely in your backpack and not visible from the outside.  
● Teach students with iPad opt-out the school’s check-in and check-out procedure (Front Desk Clerk)                                                                                                                      |
| Storage during lunch times                        | ● Place in backpack or locker                                                                                                                                                                                                 |
| Clear expectations for device during work time    | ● Stay in the app(s) that you are currently asked to use  
● iMessaging or taking photos should only be part of a designated classroom activity  
● Use good judgment when visiting Websites.  
● Keep personal information private.  
● Keep volume down and use earbuds whenever possible.                                                                                                                                 |
| Student forgets iPad at home and/or forget to charge iPad | ● Provide alternatives to iPad use, expect work completion (partner up, paper pencil, plan during school, complete at home)  
● An extra Ipad will not be provided                                                                                                                                                                                        |
| Safety Precautions:                               | Your iPad should not be left alone with your child because it has a glass surface and could cut your child.                                                    
For the safety of your child please do not let them put it in their mouth because the glass surface has a chemical coating that could be harmful.                                                                                                       
Location services should be turned off for your protection as you install apps unless location is absolutely needed for the app to work, like weather or maps.                                                                                               |
| Attendance                                        | If you are absent for three days, and you have not communicated to the AGAPE office why you are not in school, your iPAD will be remotely disabled.                                                                                             |