

iPad Lab Procedures for Teachers



GENERAL RULES FOR iPADS

- Teachers shall closely monitor all student use of iPads.
- iPad users shall not remove covers of iPads.
- iPad users shall not put iPads in bookbags or desks.
- iPad users shall not touch the iPad screen with any object; make sure hands are clean and use only fingertips with a light touch on the screen.
- iPad users shall not change the names of the iPads.
- iPad users shall not download apps to the iPads.
- iPad users shall not connect/sync iPads to any computers (personal or classroom) at EMS.
- To extend battery life, use iPad without electric charger. iPads need to have at least 10% battery power in them and should not be allowed to go below 10% before recharging using the charger.
- Teachers shall return the iPad lab to the library before they leave school for the day.
- ITRT will use only a soft, dry microfiber cloth to clean iPad screens (no tissues or paper towels or any other cloth).

WHAT IS AN IPAD?

The iPad is a small, thin tablet computer designed and developed by Apple. It is ideal for viewing audio and visual media (books, games, and web content). Battery life of an iPad is up to 9 hours.

iPADs IN CO LAB

- CO has two iPad labs that includes 20 32GB iPads with silicone covers.
- CO iPads are housed at CO and are available for checkout by teachers.
- CO iPads can be checked out for a one-week period if available by contacting any ITRT.
- CO iPads are numbered + have an inventory sticker.
- **CO iPads must be recharged overnight at the end of the school day each time they are used.**
- CO iPads will only be connected/synced to one computer at CO by Dennis Durost or Kevin Perkins. (iPads should not be synced on any other computer in any other location).

APPLICATIONS ON THE iPADS

- Many FREE applications (“apps”) can be installed on the iPads by Dennis or Kevin.
- EMS purchased a \$25 iTunes card in the event that a teacher requests a paid app to be purchased.
- **Teachers and students shall not install additional applications (“apps”).**
IF new applications (“apps”) are installed from another computer, the apps will be erased automatically when the iPads are synced with the iTunes Syncing Station.

FINDING APPS FOR THE iPADS

AppShopper <http://appshopper.com> is a web site that allows teachers to search for educationally appropriate apps. If you find apps you would like to use, contact Dennis or Kevin in advance to see if they can be installed before you need the iPads.

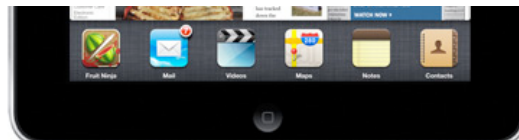
iPad Update iOS4



A few important features:

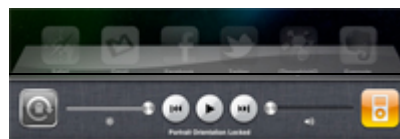
Multitasking

- Double click the home button to open the task toolbar and see recently opened apps to scroll through all app icons. Tap an icon to run the app. It will open right where you last used it.
- An app can run in the background while you use another app. Listen to audio files while you use other apps.



Locking Screen Orientation

- Rotate the iPad to the screen orientation you want to use.
- Double click the home button to open the task tool (see above).
- Slide your finger on the screen to the right to move the task tool until it stops.
- The lock tool is on the bottom left corner. Click the lock and make sure the bottom reads according to preference "Portrait Orientation Locked" or "Landscape Orientation Locked."



Folders

- Store more apps and organize them into folders.
- Tap a folder icon to open it and see what is inside the folder. Tap an app icon to run it.





Notes

- Jot notes and save for reference or later editing.
- Large onscreen touch QWERTY keyboard makes note-taking quick and easy for experienced typists.
- Spell check corrects spelling errors, inserts punctuation, and suggests words automatically.
- The notes app remembers where you left off and takes you there when you reopen it.

Spotlight Search

- Click the home button once to return to the home page.
- Swipe across to the right to go to the search page. Type the first few letters of the app you're trying to find and you will see the icon pop up in the spotlight list. Tap the app icon to run it.
- Spotlight is also available in some apps. Search text in, audio files in the iPod app, or a URL in Safari.



Universal Access

- iPad has built-in screen reader, closed captioning, voice over, and additional access features for easier use for users with visual, hearing or physical impairments.
- App developers are enabled to incorporate VoiceOver in their apps. Users can also virtually control speaker to mono and volume control with a screen rotor.
- Support for bluetooth braille displays can be paired without additional software.
- Zoom allows enlargement up to five times original size. A large font feature has also been added.
- White on black display on all screens increases visibility.