

## iPad Return Form for Form 3 and leavers

Before returning an iPad please provide the details requested below and sign to confirm the return of the iPad and accessories. **3rd form and leaving pupils** must also return other accessories such as a working Apple charger plug and power cable.



*Note: You should back up any files including photos and videos you want to keep from the iPad or cloud storage to a home computer. See the other side of this page for general backing up instructions.*

Remember when backing up to use **@c2ken.net** for OneDrive and Google Drive access

**Pupil school username** \_\_\_\_\_ **@c2ken.net** (please print)

**Pupil name** \_\_\_\_\_ (please print clearly) **Form Class** \_\_\_\_\_

**Please tick**

**Returning a fully working iPad in the provided STM cover**



**Returning a working Apple iPad charger plug**

**Returning a working Apple iPad charger cable**



*Unreturned STM Cover, Apple charger and working cable have a replacement fee of £20, £12.50 and £12.50 to replace (£25 for both power parts).*

**Fee attached if applicable: Y / N**

*Please circle*

**Condition of iPad Cover:**

*Please circle your answer*

**Ok / Poor / Needs replaced**

**Condition of iPad screen:**

*Please circle your answer*

**Ok / Noticeably Scratched / Cracked / Broken**

**Other faults to note or comments:**

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**Parent / Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pupil Returner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Thank you for your cooperation**

## School iPad return general back up instructions

Any files not backed up from the iPad or from any cloud storage system used in Strathearn **before** the iPad is returned should be considered lost as the iPad will be wiped and cloud storage accounts closed when you leave.


### How to back up a final year of iPad school work

Most Apps allow for work to be uploaded to cloud storage. It is the iPad users' responsibility to save important work to cloud storage and not locally to an iPad.

If you need to remove Apps to gain some working space on your iPad, remember the Self Service App allows allocated apps to be reinstalled at a later date if required. **Back up work from Apps before removing them.**




*Remember we use @c2ken.net for access to Microsoft O365 Apps like OneDrive and Google Apps such as Google Drive.*

Back up any files you wish to keep by uploading them to OneDrive or Google Drive from within the Apps you have used. If these are not an option check for it under 'More'. Use the OneDrive  cloud storage if Google Drive is not available. iCloud Drive may be available in some Apps for storing files but it is only recommended if Google Drive and OneDrive are unavailable. Once used an iCloud Drive shortcut can appear on your iPad with which to access the iCloud Drive files.

Look for the following icons in Apps to be able to copy files to a cloud based storage location:



Back up any photos and videos you wish to keep by uploading them to One Drive or Google Drive (use the Select option to select groups of photos then tap the page with an arrow pointing up at the top left of the screen and select the Drive you wish to use). You can also Airdrop  to send photos and small videos to another Apple device.

**OR note:** It is also possible to copy any photos and videos you wish to keep from your camera roll by connecting the iPad to a home computer and copying them from the iPad to your computer.

Apple Apps such as Pages, Numbers, or Keynote documents can be backed up by, using the **3 DOTS** icon in the upper right hand corner, from the menu choose **Send a Copy**. Next select the format you'd like the document in, choose the required App, i.e. Google Drive then tap on the location where to save and tap on **Save Here** and finally tap **UPLOAD**.

Finally, to ensure you have a backup of these files access the used cloud storage website on a home computer and download to a year folder.

Please fill in, sign and date the form on the other side of this page and return it with the iPad in the STM Dux case, with a working Apple iPad charger plug and a working Apple iPad charger cable

**Thank you for your cooperation**

Pupils can speak to the ICT Support Officer at break time or lunchtime in the Learning Centre if they need assistance