

## **iPad Drive Thru Collection & Distribution**

### **Capital High Area Schools**

*(Capital High – Horace Mann Middle – Stonewall Jackson Middle – Chamberlain Elem. – Edgewood Elem. – Grandview Elem. – Kanawha City Elem. – Mary C. Snow Westside Elem. – Piedmont Elem. – Ruffner Elem. – Shoals Elem.)*

***When: Wednesday, June 10th, 2020***

***Time: 9:00am-5:30pm***

***Where: Capital High School Parking Lot (see map below)***

This year is a device refresh year and the plans were already in place prior to the pandemic situation. That means that all iPads for **current** 5-11 graders (12<sup>th</sup> will be collected only) will need to be collected and a brand-new iPad will be provided. We have developed a plan that will allow for social distancing throughout this process.

Here are the details you need to know:

1. We will be hosting drive thru iPad collections and deployment of the new devices.
2. All current 5-12 grade students will turn in their old iPad and all current students grade 5-11 that turn in their old iPad will receive a new iPad. (Graduating seniors return iPads to their high schools on the scheduled day communicated by the school)
3. You **MUST** return the old iPad in order to receive a new one. No new iPad will be deployed to a student in the drive thru without turning their old iPad in.
4. We need all old iPads and chargers back regardless of condition. (See FAQ)
5. Carver, Ben Franklin, Chandler, Virtual and Day Report students will go to their home middle/high school feeder area location for the collection/deployment.
6. In an effort to keep the process very efficient and quick we need your help with a few steps:
  - a. Bring your old iPad charged so that we can easily scan it to record the turn in.
  - b. Bring your charging brick and cable for turn in. You will get a new one with your new iPad.
  - c. Have the student present in the car for speedy verification of information, if at all possible. It will speed the process up as they know the information that we will need.
  - d. On the iPad please follow these steps prior to turn in.
    - i. Go to SETTINGS, iCloud (your name at the top), FIND MY, TURN OFF FIND MY IPAD. If you do not see FIND MY, then you can move to step ii.
    - ii. Go to SETTINGS, iCloud (your name at the top), scroll to the bottom and choose SIGN OUT.



- iii. Please launch the QR Code App found on your iPad and take a screenshot of the QR Code. Please use the screenshot as your new lock screen.

## iPad Drive Thru Traffic Pattern

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