

**GLENN COUNTY OFFICE OF EDUCATION**  
**Process for Purchasing and Using iPads**

**Educational Purpose and General Considerations:**

Before purchasing iPads, please determine the educational purpose and use of the device. Each iPad user will have different needs and potential use in and out of the classroom. Things to consider might be:

- 1) Is Wireless available in the location where the iPad will be used?*
  - 2) iPads will have wireless only connectivity unless you plan to purchase a 3G data plan which is billed monthly*
  - 3) Will an iPad best meet the needs of students/teacher or will a different device be more appropriate?*
  - 4) Will the iPad be connected to a projector, if so, is one available for the user?*
  - 5) What kind of Applications are going to be needed, what is the cost and are other programs to be used compatible with iPad?*
  - 6) Who in your department will be responsible for being trained to purchase and secure Vouchers Applications for the iPad users?*
  - 7) Who in your department will give approval for purchasing Apps?*
- Recommendation: Department Director gives approval – see App Purchase Template*
- 8) The cost of the iPad with AppleCare and cables and case is approximately \$700.00 each . One free iPad comes with purchase of a 10 pack and 20 of the same App can be purchased for the cost of 10 Apps.*

**Purchase/User Process:**

1. All designated purchasers must contact Anna Lane in Educational Services to be trained and given access codes and log in information for the Apple Education Store.  
*Recommendation:* Department Director assigns one person, such as an administrative assistant, to coordinate purchasing of equipment and vouchers. Please notify Anna Lane who that will be from your department.
2. Purchasers will have iPads shipped to Technology Department in Orland (676 E. Walker St). Notify Technology that an order has been placed and to which employees the iPads have been assigned.
3. Technology Department will configure iPads according to GCOE specifications and notify your department when iPads are ready.
4. Department notifies employee that iPad is ready and that employee must arrange a time for MANDATORY iPad training from Educational Services. Employee will receive the iPad during the scheduled training. Contact: Cinnamin Sturken x 2108.
5. Educational Services will review iPad User agreement and give an overview of using an iPad including process of purchasing Apps.
6. Employee signs User Agreement, completes training and is assigned an Apps Purchasing Manager, and iTunes password.