IPad Return Procedures

Return your iPad, iPad Case, Charging Cord and Charging Block

- Your iPad must be in PERFECT condition when you return it to the school. If there are any cracks or problems with the iPad, it must be repaired before you return it. The library will be collecting iPads in need of repair 0 period in the lobby. See the library home page for specific information.
- See the table below for an image of the charging cord and block. The only block the school will accept is the large block shown below. If you are bringing in a check to pay for a missing cord or block, make the check payable to the Rockville Centre School District.

<table>
<thead>
<tr>
<th>Charging Block – Replacement Cost</th>
<th>Charging Cord - Replacement Cost</th>
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<tbody>
<tr>
<td>$19.00</td>
<td>$19.00</td>
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- You must delete your iPad passcode.
  - Go to settings, Passcode, Enter Passcode, Turn Passcode Off, Turn Off, Enter Passcode again.

- If you have information you would like to back up to the Cloud:
  - Go to settings and select your name at top left corner.
  - Make sure any apps that use iCloud is set to on.
  - If you have not already done so, log into iCloud.
  - You will be prompted to Merge your data with iCloud and then to allow iCloud to use the location of your iPad. Select Merge and OK respectively.
  - Backup your iPad. In the iCloud settings, click on Backup.
  - Hit Back Up Now.
    FOR MORE DETAILED DIRECTIONS – go to the library home page.

- Delete Photos and Videos
  - Select photo or video. Once it opens, click the trash icon on the lower right and select Delete
  - For multiple pictures and videos, click select in the upper right. Every picture of video you click will have a check mark. When you are done selecting, click the trash icon in the upper left. Click Delete to confirm.

- You must Sign out of iCloud
  - Go to settings and select your name at top left corner.
  - Click Sign Out at the bottom of the screen. You will be prompted to confirm you are signing out. Select Sign Out.
  - If your device prompts you to turn off notes, select Delete. If your device prompts you to Delete Account, select Keep on My Ipad. If your device prompts you to enter your password, enter your password and select Turn Off.