Preparing to Return Your Child's iPad to School

Your child's iPad is to be returned during the collection day on June 6th

- Damaged iPads are subject to a $49 deductible for repairs
- Lost or damaged chargers and cables will be billed at cost to the family's FACTS account
- Lost or damaged cases will be reviewed on a case-by-case basis to determine repair costs or replacement

If your student will not be on campus on the designated collection day, please return the iPad to the Help Desk and let the Team know that they will not be on campus their collection day. Families who do not return their equipment by the last day of school will be billed the cost of their device and accessories.

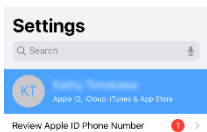**Please help us to prepare the iPad for return:**

1. **Turn Passcode OFF**
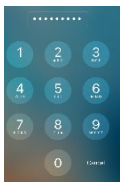
   If you or your child added a passcode to your iPad. Please turn the Passcode OFF.
   - Go to Settings
   - Select **TOUCH ID & PASSCODE** from left screen menu
   - Select **TURN PASSCODE OFF**
   - Follow screen prompts to completion

2. **Sign out of iTunes if you added an Apple ID account to the iPad**
   - Go to Settings
   - Tap on your Name and initials in the upper left hand corner
   - Select **SIGN OUT** from the right screen menu (located at bottom of screen)
   - Follow screen prompts to completion

3. **Reset iPad to Factory Defaults**
   - Go to Settings
   - Tap on **GENERAL**
   - Select **RESET** from the right screen menu (located at bottom of screen)
   - Select **ERASE ALL CONTENT AND SETTINGS**
   - Follow screen prompts to completion

4. **Remove any stickers or labels from the iPad, charger, cable, and case EXCEPT for the Asset Tag**

5. **Charge iPad to 100%**

6. **CLEAN the iPad, charger, and cable with either a Clorox wipe or rubbing alcohol.**

7. **Place iPad, charger, and cable in Ziploc bag with student's first and last name on bag on June 6th. This will help ensure your student is properly credited for the return of the iPad and accessories.**

Settings can be accessed by tapping on this icon on the iPad