

1.4.5.5 Ordering an iPad

1.4.5.5.1 Who may order an iPad?

- Any position listed on the TAC iPad Phase Chart who evaluates through PDAS
- Any position that has direct instructional purpose, and has been approved through the approval process

1.4.5.5.2 How can the iPad be purchased?

When ordering an iPad, the following procedures must be followed before a purchase order will be approved.

- Complete the level 1 section of the iPad Approval Worksheet. To access the iPad Approval Worksheet:
 - **District Website** - www.dentonisd.org
 - Click **'sign-in'** in the upper right hand corner
 - Enter your **ID** and **password**
 - Click on the **'Departments'** tab
 - Click **'Business Office'**
 - Click **'Forms'**
 - Click **'iPad Approval Worksheet'** under Purchasing

The form should also include the name and position of the person who will be issued the iPad, as well as have any supporting paperwork attached to the form. The principal/division head will act as the level 1 approver.

- Once the iPad Approval Worksheet is approved at level 1, it is forwarded to the level 2 approver. The Director of Instructional Technology will act as the level 2 approver.
- Once the iPad Approval Worksheet is approved at level 2, it is forwarded to the level 3 approver. The Technology Information Officer will act as the level 3 approver.
- Once the iPad Approval Worksheet is approved at level 3, it is forwarded to the purchasing office. Once the purchasing office verifies the request follows all procedure and bid guidelines, an ordering spreadsheet will be sent to the requestor.
- The requesting campus/department is responsible for entering a requisition from the information within Technology's ordering spreadsheet using campus/departmental funds. All iPads will be ordered directly from Apple. The ship to location for all iPads is the Technology department. The requisition will follow normal purchasing procedures.
- All requisitions for iPads require that a protective cover be included.
- A 'DISD No Worry' insurance policy will need to be purchased for each iPad at the time of the order. The insurance policy will cost \$100, and covers the device for three years from the date of purchase.

- All iPads purchased with grant funds must follow all of the grant guidelines, in addition to this procedure.
- Any outside organization (PTA/Booster Club) wishing to provide an iPad for a campus/department, are to donate the funds for the purchase. The funds will be placed in a special activity account.

Once the Technology department receives the merchandise, they will contact the person who will be issued the iPad to set up an appointment for pick-up. At the time of pick-up, each person must sign for their iPad and attend a small training on DISD procedures. All applications that have been requested and purchased will be loaded onto the iPad by the campus librarian. All applications that are requested by non-campus staff will be loaded by the Technology department.

1.4.5.5.3 How will the iPads be accounted for?

- All iPad purchases will be assigned to a location and staff member by name. A staff member can have only one iPad assigned to him/her at any time. Staff members are allowed to take their iPad off campus over the summer break and holidays.
- The iPad inventory will be maintained by the technology division and the purchasing department. Each campus will be inventoried at the end of the school year, to determine all iPads are accounted for, and in good working condition.
- If a staff member leaves the district, the iPad will be part of the technology checkout/in process. The new person in this position will have the iPad reassigned to him/her.
- If an administrator moves to a different campus doing the same assignment, the iPad should stay at the original location. If an administrator moves to a different campus doing a different assignment, the iPad will remain at the original location.
- If a teacher moves to a different campus, the iPad will remain at the original location, unless it qualifies through a type of grant to personal award to the individual teacher.
- If a non-campus employee moves to a new assignment within the district, the iPad will remain at the original location.
- Under certain circumstances, it will be up to the campus principal or division head whether an iPad can follow an employee to another location.

1.4.5.5.4 How will a broken/lost/stolen iPad be repaired or replaced?

- Each iPad is required to possess a 'DISD No Worry' insurance policy. A single iPad can have up to two incidents of accidental damage over the term of the insurance.
- All incidents are to be reported to the technology division. A determination will be made as to whether the device will be repaired or replaced.
- There is a \$50 service fee for each incident, which will be paid by the ordering location's general purchasing department for the service fee.