

BYOD iPad Preparation

In order to prepare an iPad for the BYOD program, a few steps need to be taken in order to ensure that the device can successfully be set up for use at Bateman Primary School. Firstly, and most importantly, please back up any data that is not currently backed up to ensure that the files are not removed when the device is being set up, as the device may need to be wiped once it has been received and any files on the device will be removed. It is also important to remove any passcodes on the device, turn off “Find My Device” and sign out of Apple ID that is currently attached to the device. For your convenience, the guide below can be followed in order to achieve all of these steps.

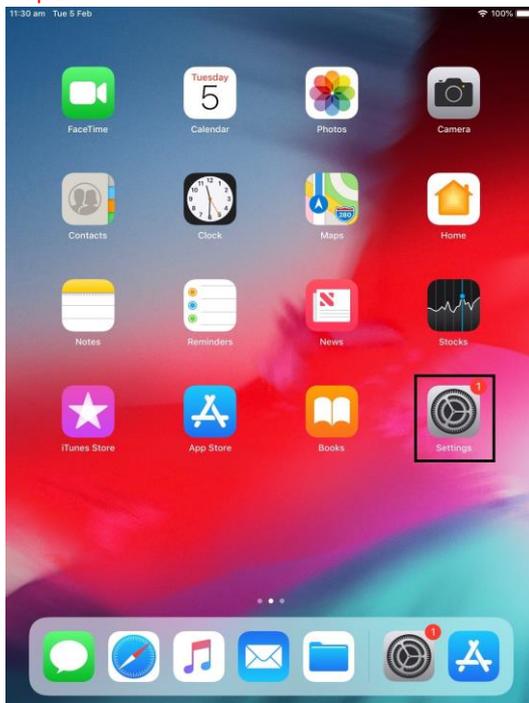
Step 1: Backup

Before sending us the iPad, it is very important that any data on the device be backed up so that it is not lost when the device is wiped. There are two ways to achieve this, either of which can be done by following either the “iCloud Backup” or the “iTunes Backup” guide below. If you are using the iCloud Backup guide, please be aware that you need to have, or need to purchase enough iCloud Storage to store all of the data that is going to be backed up.

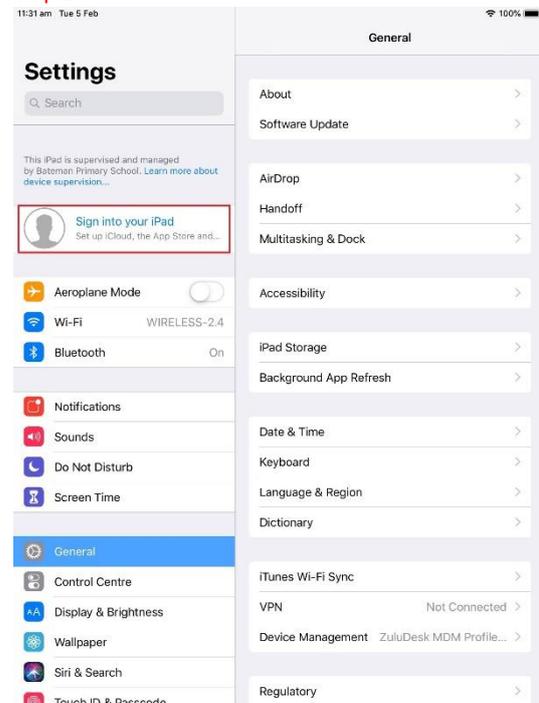
iCloud Backup

1. Unlock the iPad and press on the Settings app
2. If the device is not currently signed in with an Apple ID, press the “Sign into your iPad” button on the left hand side. If the device is logged in, press on the button with your Apple ID name on it and skip to step 4

Step 1

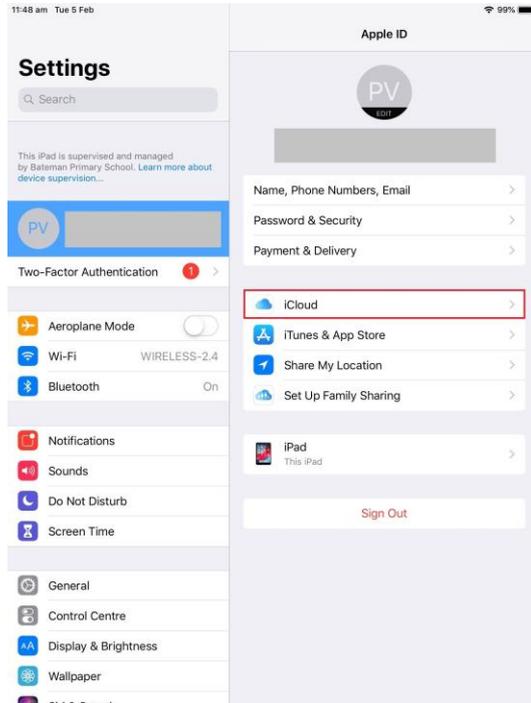


Step 2

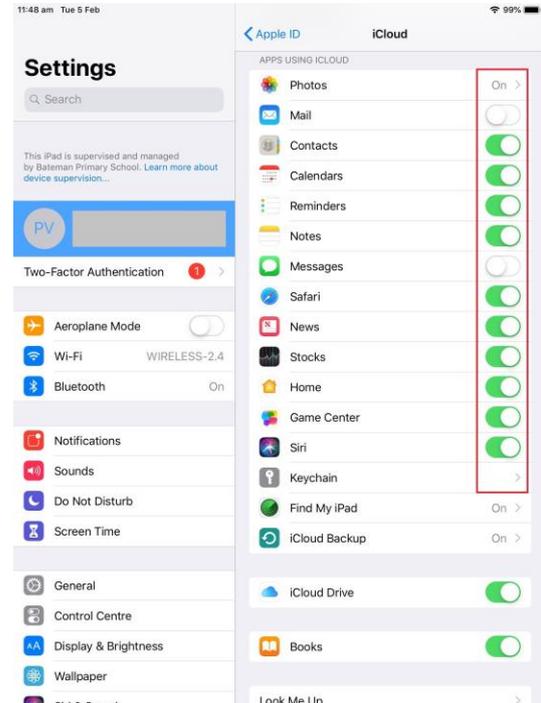


3. Enter your Apple ID credentials and press “Next”, to the top right of the login details
4. After successfully logging in, press the iCloud button on the right hand side of the screen
5. Ensure that all items that need to be backed up are shown as a green switch on the right hand side

Step 4



Step 5

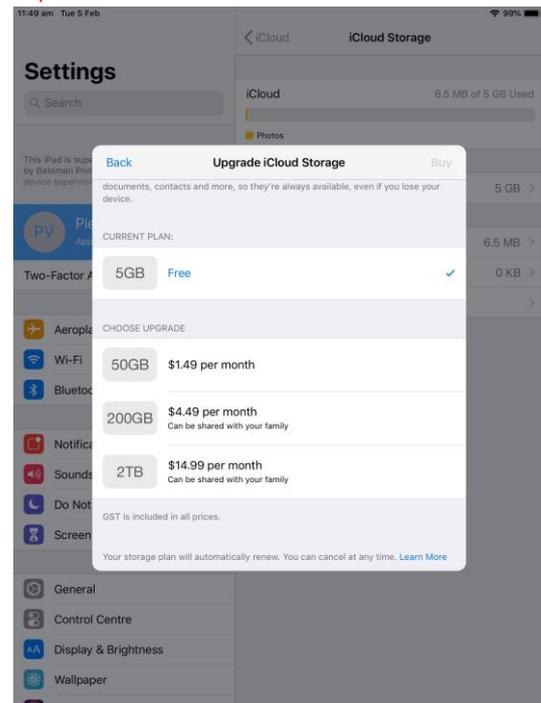


6. Scroll to the top of the page and press “Manage Storage”
7. If the device is currently using more storage than is available on the Apple account, more storage needs to be purchased, or the device needs to be backed up through iTunes. If you would like to purchase more storage, press “Change Storage Plan” and select a new storage plan to purchase

Step 6

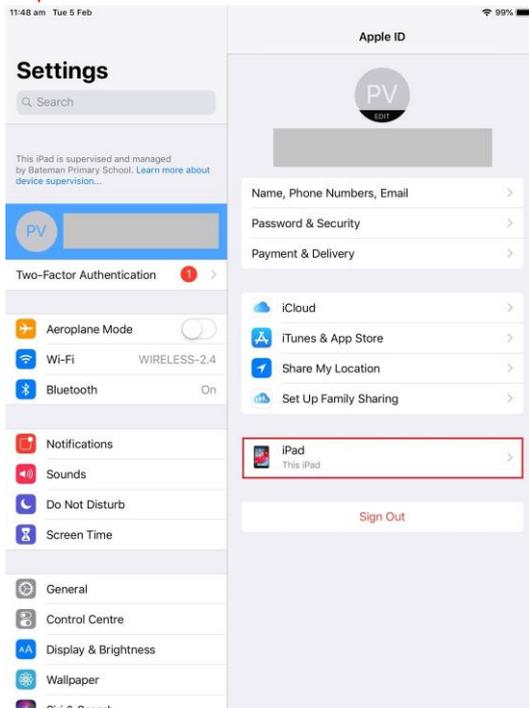


Step 7

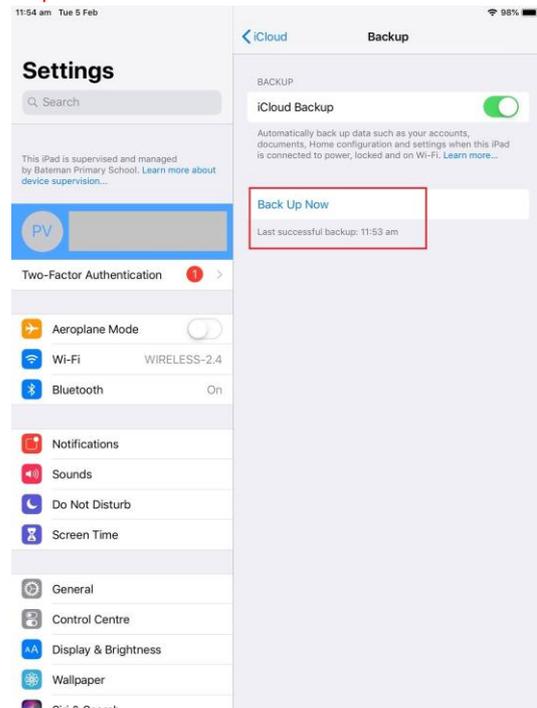


8. Press the “< Apple ID” button on the top left of the screen to return to the previous page
9. Select the device on the right side of the screen that contains the subtext “This iPad”
10. Ensure the iCloud Backup is enabled, then press “Back Up Now” and wait for the device to back up. If the backup was successful, the last successful backup information contained below the “Back Up Now” button will confirm the time that it was last backed up matches the time that the backup was attempted

Step 9



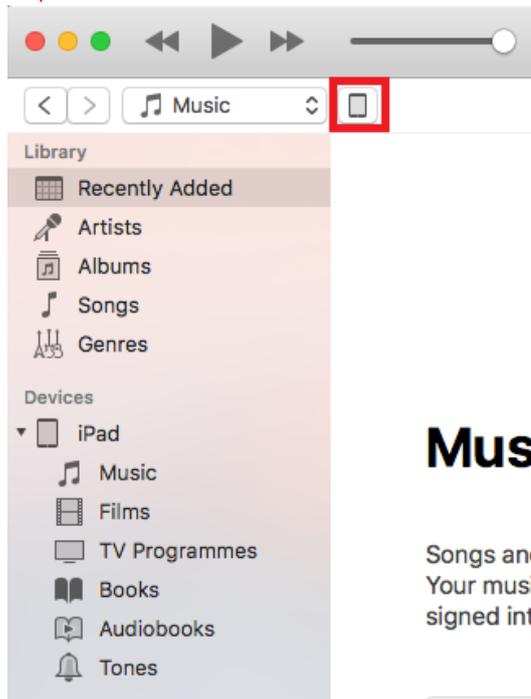
Step 10



iTunes Backup

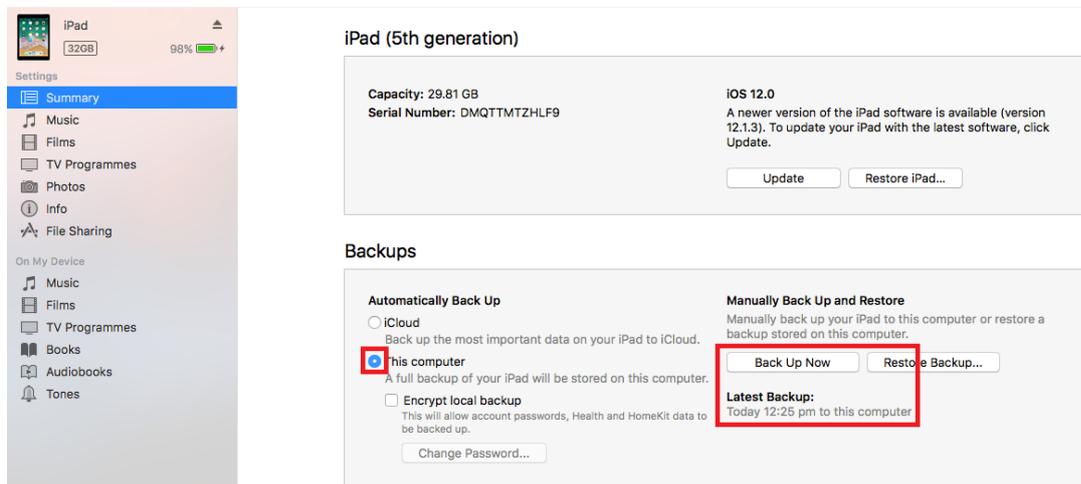
1. Open iTunes on a PC or Mac computer
2. Connect the iPad via a USB cable
3. In some cases, if the device is unable to connect to iTunes, iTunes may need to be updated. If this is the case, iTunes will notify you and request that you update. If this notification is received, please update before continuing
4. Once the device is successfully connected, you should see the following icon in iTunes. Press the icon and it will open an iPad summary page

Step 4



5. Under “Automatically Back Up”, select “This Computer”
6. On the right side, press back up now. If the backup was successful, the last successful backup information contained below will confirm the time that it was last backed up at the time that the backup was attempted

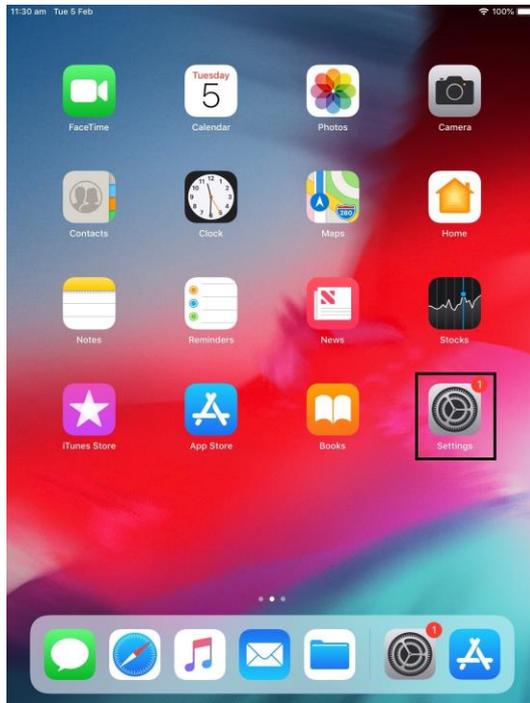
Steps 5 & 6



Disabling the Passcode, Find My Device and Apple ID on the Device

1. Unlock the iPad and press on the Settings app
2. On the left side of the screen, scroll down and press on the “Touch ID & Passcode” button
3. On the right side of the screen, press “Turn Passcode Off”
4. When prompted, enter your passcode

Step 1

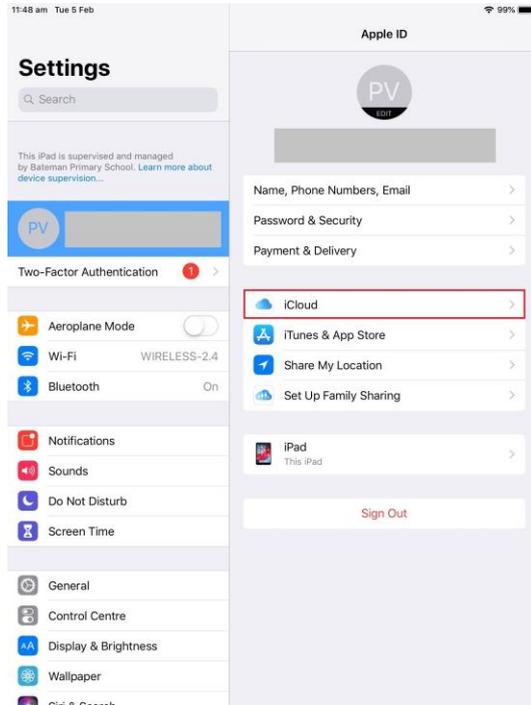


Steps 2 & 3



- Once the passcode has successfully been disabled, scroll back up on the left side and press on your Apple ID at the very top
- Press on the “iCloud” button on the right side of the screen
- On the right side, scroll down and press the “Find My iPad” button

Steps 5 & 6

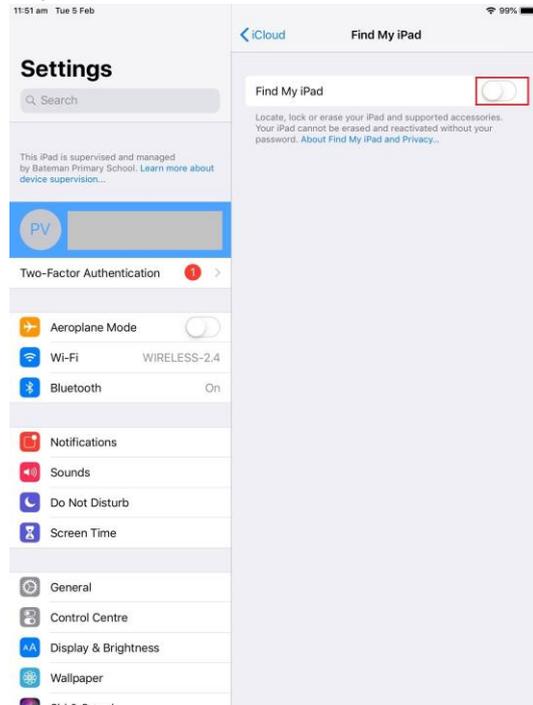


Step 7

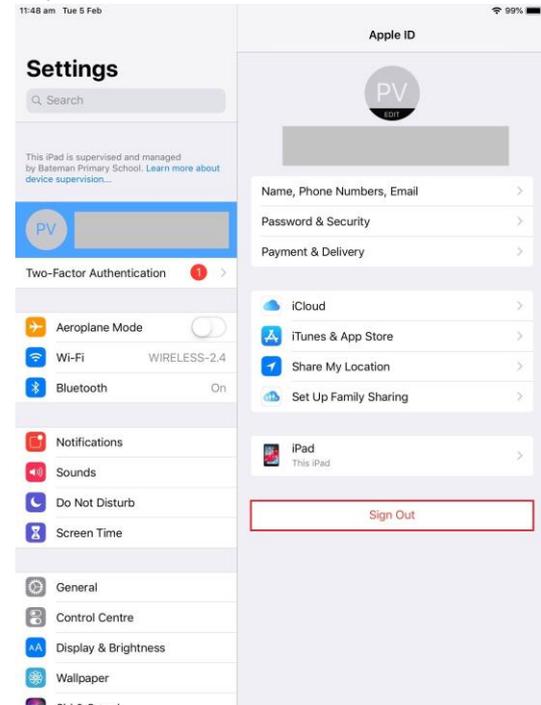


8. If “Find My iPad” is enabled, turn it off
9. When prompted, enter your Apple ID password and press “Turn Off”
10. In the top left of the right side of the screen, press the “< iCloud” button to return to the previous screen
11. Now, press the “< Apple ID” button in the same location to return to the Apple ID screen
12. Press the “Sign Out” button on the right side of the screen

Step 8



Step 12



13. When prompted, enter your Apple ID password and press “Turn Off”
14. Press the “Sign Out” button on the top right side of the tab, then press “Sign Out” on the notification that pops up. After waiting a few minutes, your Apple ID should be successfully signed out on the device