

April 2014

# Rogers Public Schools iDevice Procedures



## Points of Interest:

- Program Overview
- Free vs. Paid Accounts
- Installing Apps
- Changing Apple ID's
- Purchasing Guidelines

## Useful Links

[iTunes App Store](#)

[iDevice User Guides](#)

[iPad in Education](#)

[Battery Care](#)

[iLounge](#)

(Independent website covering all things Apple)

[AppShopper](#)

(Up to date news on Apps, sales and freebies. Clicking on "Buy Now" links to App Page for more information)

[App Approval Form](#)

(Used to request approval of PAID Apps)

## Program Overview

The Rogers Public Schools (RPS) administration recognizes the increasing use and need for Mobile Applications (Apps) licenses for use in mobile devices throughout the district (i.e. Apple iTunes licensing accounts as a vehicle to download iTunes Apps to various Apple devices). As directed by policy, RPS will only allow fully authorized licensed applications on RPS owned devices. These procedures are designed to insure compliance.

## The RPS District has two "generic" iTunes App accounts, one to be utilized for **FREE** apps and one for **PAID** apps.

The **FREE account** is to be used exclusively to purchase FREE apps for use on RPS iDevices.

- No approval is needed from technology to purchase and install FREE apps from the Apple App Store
- The RPS Account information is never to be shared with NON-RPS Employees or installed on personal devices.

The **PAID account** is used to purchase apps for RPS owned iDevices via Apple's Volume Purchasing Program (VPP).

- All APP purchases will be made by Technology using VPP vouchers. All PAID apps purchased are the property of the RPS iTunes account.
- The Technology Department will take care of recording what licenses and how many have been purchased by each school and which iDevice they are linked to.

## How do I install Apps on my iDevice?

### Steps for Downloading FREE Apps

Once you have received the Apple ID and password for the FREE account it's just a matter of selecting the apps you wish to install (Refer to the Purchasing Guidelines ).



### Steps for Downloading PAID Apps

For pre-approved apps send an email to Ivin Vazquez (ivazquez@rps) with the App Name (s) and RPS# (serial number in the case of iPods). If the app is not yet approved please use the [Approval Form](#).

Installation instructions will be provided via email.

## Changing Apple ID's &

Purchasing Guidelines

## Changing Apple ID's — WHY?

We maintain two distinct iTunes accounts: one for PAID and one for FREE apps. It is *vital* that when installing apps to the iDevice you use the correct account.

To switch from the FREE to the PAID account or vice versa follow these steps:

- Go to **APP STORE**> scroll to the bottom of the page and select **Apple ID**. A pop-up will present you the option to **Sign Out**, select that.
- Then select **Sign In >Use Existing Apple ID** and enter the appropriate username and password (*remember to install FREE apps under the FREE Apple ID and PAID Apps under the PAID Apple ID*).



## IMPORTANT!

***NEVER ENABLE* the Automatic Downloads options for Music, Apps or Books**

***NEVER SYNC* the iDevice with iTunes or iCloud**

***NEVER SYNC* the iDevice with a personal iTunes account or personal Apple ID.**

- *No iTunes cards* should be used with these devices...all paid purchases must go through the VPP.
- RPS does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image of an iDevice.
- iDevices are the property of the Rogers Public Schools and as a result may be subject to inspection at any time. There should be NO expectation of privacy of materials found on an iDevice.

## Purchasing Guidelines:



With over 500,000 apps available for download it is very easy to become overwhelmed by the sheer number and types of apps available. The following may prove helpful in sorting through all the clutter:

- Use the App Store chart guides to determine top sellers (remember top seller does not equate to best app)
- The App Store contains an invaluable set of consumer reviews. Generally anything over 4 stars is excellent, 5 stars is almost unheard of and anything 2 stars and under is worth avoiding.
- READ the individual reviews which give you details on whether the app is worth downloading or if there's a problem with the app at that time (you will find that some FREE apps require in-app purchases which are not supported, contain inappropriate content or have in-app advertisements which may prove inappropriate in a school setting).
- Apple's 'Featured' list is another handy starting point. Apple doesn't accept payment to appear in this lists, so it's a useful guide to what their editors believe are best-in-class.
- Word of mouth: probably the single best way to discover new apps that you'll like is to get with colleagues and ask what their favorite apps are.
- Before installing an App, ask yourself how the app fits into the curriculum? Does it meet a Standard? Can students launch and navigate through the app independently? Is there anything inappropriate about or within the app (the iTunes application rating can prove helpful; 4+, 9+, 12+ 17+).
- Anything you download becomes part of the RPS iTunes library.
- **Most importantly:** *common sense should guide all your app installs.*