

Dear APS Family,

Arlington Public Schools is providing your student an iPad for educational use over the summer break to access APS summer learning resources. Please note that the iPad is the property of Arlington Public Schools. Families are responsible for the iPad. Please use the iPad for learning, and take care that it is not lost or broken. Before using your iPad please read this in its entirety.

Student Login

Your student's APS login will use their Student ID Number as their username. If you need the password you can find it on the back of the device.

Global Protect



Global Protect filters the content to the device and will not work if not connected.

If you have trouble connecting to Global Protect please watch the video below.

English: <https://bit.ly/globalprotectenglish>

Spanish: <https://bit.ly/globalprotectspanish>

Here are written directions for English and Spanish: <https://bit.ly/aps-gp>

Sign Into Hub



The Hub app allows us to send updates and to find an iPad if it is lost or stolen. It is very important that students sign into this app. Follow these steps:

1. Locate and tap the icon pictured above.
2. If you see a pop-up message, tap "Allow" or "Always Allow".
3. Login:
 - a. Username: student ID number
 - b. Password: student's APS password
4. On the next screen, tap the black button that says "I understand".
5. On the next screen tap the black button that says "Got it".
6. That's all you need to do. Close the app.

Guidelines for Use

- Do **not** sign into iCloud.
Students do not have an Apple ID through APS. They can install Apps from the App Catalog that can be found on the home screen of the APS iPad.
- Do **not** put a passcode on the iPad.
If the passcode is forgotten, the only way to remove it for the school ITC to reset the device.
- Do **not** install apps that your teacher has not asked your student to use. Once apps are installed, they cannot be deleted except by the school ITC.
- Do **not** scratch or mark on the screen.
- Do **not** insert objects (pens, paper clips) into the device.
- Do **not** place heavy objects on the device.
- Do **not** use water or cleaning solutions on the screen.
- Keep track of your device and its charging accessories.
- Keep your device in the iPad case.
- Keep your device in a safe place.
- Keep food and drink away from your device.
- Power down your device when not in use.
- Follow the APS Acceptable Use Policy.

Acceptable Use Policy (AUP) Review

Please review the Arlington Public Schools Acceptable Use Policy, which all students must follow when using APS- provided equipment, programs, and software:

Arlington Public Schools Electronic Technologies Acceptable Use Agreement



- I agree to use APS's technology carefully, respectfully and responsibly.
- I will follow school and APS rules.
- I will follow the APS Acceptable Use Policy (I-9.2.5.1).
- I will protect my privacy and the privacy of others.
- I will be safe on the Internet.
- I will be kind to others online

If I do not work safely and responsibly, I may lose my computer privileges and face additional consequences.

Ways Families Can Support Students

- Review the AUP with your child.
- Monitor your student's use of the device when not at school. Visit <https://bit.ly/parent-tech> for ideas and resources.
- Ensure the device is properly cared for when the student is away from school.

Technical Support & Information

For technical support and help with your APS iPad, please email your school's Tech Help email, found here: <https://bit.ly/apstechhelp>

When emailing, include your child's first and last name and ID number. Translation services can be provided as needed.

Instructions you receive may include the following terms:

1. Home button
2. Settings
3. Sleep/Wake Button
4. Volume

To get started:

- A. Turn on the iPad by pressing the Sleep/Wake button [3] for 5 seconds.
- B. Press the Home button [1] to go to the Home Screen.
- C. Tap the Settings app [2] to connect to your home WiFi network.
- D. Press the Home button [1] and then tap App Catalog to install other apps.

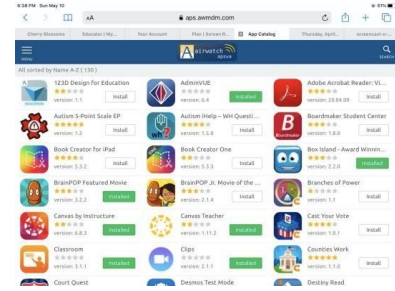
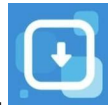


Troubleshooting Tips

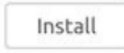
1. Start by turning the iPad off and turning it back on.
Press and hold the power button for 5 seconds, then swipe the arrow to turn it off. Turn it back on by pressing and holding the power button for 5 seconds again.
2. If an app times out, says "no internet," or spins forever, check internet connection and then sign back into Global Protect using the directions above.

How to Install and Update Apps

1. Open App Catalog on the APS Ipad.
2. Find the app in the App Catalog list.
3. Find the following apps and select install.



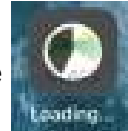
You will need to click install twice.



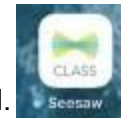
4. You should see "Processing" now.



5. Press the home button. Your app will turn grey and gradually return to full-color if the app is updating.



6. You will see a blue dot next to the app name if the app has been updated.



Note: If your student is NOT signed into Global Protect on their APS iPad, the apps will not load.

How to Update iPad

1. Open the Settings app.
2. Tap:
General > Software Update > Download and Install.



(Only available if there is an update. If you don't see this, your iPad is up to date.)

3. Your iPad screen will go black, then return to the lock screen when it is finished updating.





Who to Contact For Support?

Teacher	School ITC
<ul style="list-style-type: none"> • Login information for an app • How to use an app 	<ul style="list-style-type: none"> • Can't connect to internet/apps • iPad is damaged, lost, or stolen

Apps

Below are the iPad apps for your child to build math and reading skills.

Math	Reading
 <p>DreamBox Learning Username: Password:</p>	 <p>Kids A-Z (Reading A-Z) Username: Password/Icon:</p>

Other
 <p>Microsoft Teams: Used for video chat with summer school teacher Username: studentID@apsva.us Password: student APS password Login Video: https://bit.ly/mst-login Join Video: https://bit.ly/mst-join</p>
Library Resources
<p>Library Online Catalog: https://www.apsva.us/library-services/catalog/ Library Online Databases: https://www.apsva.us/library-services/databases/ <i>For questions about Library Resources, contact the School Librarian.</i></p>