

Dear Nottingham Families,

As we approach the end of the school year, we would like to provide some information about your students' iPads during the summer. **APS will not collect student iPads this school year** and your child may continue using apps such as *Lexia* and *Dreambox* for educational support throughout the summer.

Grade 5 students moving to an APS middle school whose devices are due for replacement will have that addressed at the beginning of Grade 6. Photos, videos, and files such as iMovie or GarageBand projects will not transfer to the new iPad. Please use the [Save Files to Google Drive](#) directions to back up any essential data in Google Drive so your student can still access these items when they receive their new device.

If your family is leaving APS:

- Please turn in the issued iPad to the main office prior to leaving school for the year. Should you need to contact the office the phone number is 703-228-5290.
- Transfer any photos, videos, or other files of importance to another personal device.
- You may use the [Google Takeout](#) process to export any documents or other files saved in your student's Google Drive to a personal Google account. You will need to complete this process on a computer, not on the student's iPad, and do so before your student is withdrawn from APS. We cannot retrieve Google account data after a student has been unenrolled.

If your family is moving to another APS school:

- Keep what you have and bring it with you to the next APS school.
- You have the option to turn the device off and secure it for the summer if you do not want your student to use it; that is a family-by-family decision.

It is critical that the devices be properly configured prior to the summer.

- APS iPads are not permitted to have passcodes or Apple IDs. [Please follow these instructions with your student to ensure the iPad does not have a](#)

[passcode or Apple ID](#), and reinforce to your student that it is important they do not add them.

- [Login to GlobalProtect and Hub](#) while on your home network. The "Sync Device" step is crucial.
- Delete unnecessary photos and videos to save storage space. You can [save photos and videos to Google Drive](#), then delete them and empty the Recently Deleted folder.

► **Here are some details on how students should use their iPads appropriately**

Summer iPad Letter

If you have any questions, please contact Ron Crouse, Instructional Technology Coordinator, at ron.crouse@apsva.us. If you have trouble with your student's iPad over the summer, please visit the [Nottingham Tech Help Site](#) for support, or submit a [Tech Help Request](#). Thank you for your support throughout this school year, and we look forward to seeing students again in the fall.