



iPad Checklist 3-4

Use this document to ensure your child is ready for Remote Learning!

A team of staff volunteers has devoted a great deal of time and care to preparing devices for every child at Burley. Please use this checklist to confirm device and student readiness and ensure a smooth start to Remote Learning:

Connect to your home Wi-Fi.



Verify CPS Logins.

Open each app or page to verify that your child is logged in to:

- ✓ Google Classroom (app)
- ✓ Google Meet (app)
- ✓ Mail (app; logged in through Settings)
- ✓ google.cps.edu (open that page in Safari)



Classroom



Meet



Mail



Safari

If your child is NOT logged in, use the enclosed Confidential Student Password document to log in. Use the Burley Help Desk at tinyurl.com/burleyhelp to request assistance.

Soon you will receive email directions to login to Seesaw. Use the enclosed Parent Email Verification to ensure we have the correct address.



Seesaw

If possible, please help your child set their CPS profile picture to be an image of their face – this is their digital representation for school and for learning, so students will not be using other designs or images at this time.

Check device functionality.

Test:

- ✓ Your Wi-Fi connection – can you open different websites?
- ✓ Speaker/headphones – can you hear sound at an appropriate volume for learning?
- ✓ Microphone (use the Voice Memos app to make a quick recording; if your child’s headphones have a microphone, be sure to test that out!)

Practice using and caring for the iPad.

Though we will teach students most Remote Learning procedures and practices, and design experiences so students can be as independent as possible, there are a few things you can work on now to help. Your child should learn to:

- ✓ Carry the iPad in the Burley “hug” and use the iPad carefully – watch this video to see how: tinyurl.com/takecareofipads.
- ✓ Plug in the iPad to charge during work time.
- ✓ Plug in the iPad where it will “sleep” every night – a safe location away from toys, pets, food, or other sources of damage, and somewhere it can’t become a late night distraction for anyone in the home!
- ✓ Adjust the iPad volume by swiping down from the upper-right corner.

Visit cps.edu/remotereading for more information about digital tools.
For support, submit a request to the Burley Help Desk at tinyurl.com/burleyhelp.



School Device Rules & Guidelines

Please review the enclosed Mobile Device Use Agreement with your child and reinforce these rules:

Yes	No
<p>Learning</p> <p>Creative projects (Drawing Pad, Keynote, Toontastic, iMovie, and Clips are some of our favorites! We'll share more resources for creativity and coding in the weeks ahead.)</p> <p>Reading digital books and magazines</p> <p>Following teacher directions to communicate with teachers and peers about learning</p> <p>Keeping the iPad in a safe, consistent location after the learning day is over</p> <p>Watching learning videos</p> <p>Accessing enrichment activities. Links and suggestions will be available on teacher pages and on the Burley website.</p> <p>Demonstrating responsibility and care</p> <p>Thinking before you tap the screen!</p>	<p>Taking photos, videos, or downloading images unrelated to learning or projects – this will make it harder for students to find and focus on their work.</p> <p>Allowing others to use the iPad</p> <p>Downloading apps</p> <p>Changing Settings</p> <p>Opening CPS Standardized Testing apps, as they may lock the device (we are unable to remove those apps)</p> <p>Triple-clicking the home button, as this will lock the device</p> <p>Setting a passcode/lock code</p> <p>Creating or viewing inappropriate material</p> <p>Unkind or hurtful communication</p> <p>Social networking or video games</p>