When it breaks:

**If it still works**

1. Make sure that your **Notability** is **backing up** either to icloud or to google drive (in notability bottom left corner click on the gear and autobackup or icloud)

2. Make sure there is an **iCloud** backup of the iPad within 24 hours (if there isn’t go into settings, general, on the right side swipe to the bottom for backup, then click it to see the date and create a backup if needed.

*If the iPad doesn’t work or is dangerous to use please report it ASAP

For Tech questions go to the SFP website:

1:1 iPad Program
Scroll to the Bottom for:
SFP Tech Help

Lost iPads – iPads that are not locked up properly will be deemed lost (due to the negligence of the user). These iPads must be put into lost mode immediately and reported to the iPad office. If they are not found within 48 hours a check for the replacement cost must be made.

All other questions can be emailed to email.questions@stfrancisprep.org

If you have any questions regarding the iPad please email Ms. May or Ms. Donovan at
nmay@stfrancisprep.org
ndonovan@stfrancisprep.org

What to do
St. Francis Preparatory School
Fresh Meadows, NY
Next Steps:
Bring it to Ms. May ASAP

1. Broken iPads are collected on the last day of the week.
2. Your iPad should be repaired and returned to you the first day back from the weekend. If not, you will get a loaner device provided to you while your iPad is out for repair. You must know your apple password to complete this.
3. Please do not update the iOS on your loaner iPad while it is out on loan to you.

Setting up Loaner:

Set Up iPad

As you are setting up your loaner device you must:
- Select English United States
- Login to the Wifi
- Username = Student ID #
- Password = (computer password or ID # again).
- Enable Location Services
- Select setup from an icloud backup.

Password Problems:
Here is information on where to go for different password problems you may have:

- **Apple ID** (also iTunes U): reset it online at iforgot.apple.com
- **Google** (school Gmail, Google Drive, Google Classroom): email email.questions@stfrancisprep.org
- **MySFP**: reset it online at www.sfponline.org
- **Computer account**: visit the computer lab W201 to have a staff member reset it
- **Wifi access**: visit the computer lab W201 to have a staff member reset it
- **PowerSchool**: reset it online at https://sfponline.powerschool.com/public/account_recovery_begin.html
- **Pearson Textbooks**: Your student Powerschool password
- **Sadlier Vocabulary**: see your English teacher, who can reset it for you
- **Turnitin**: reset it using the Reset Password link on

iPad Repair Costs:
With the insurance your iPad repair cost is as follows for each year:

First repair (for the academic year) completely covered with no deductible.
Second repair there is a $25 deductible.
Third repair there is a $100 deductible.
Fourth repair the complete cost of the repair is owed to the school.