Twinsburg City Schools (TCS) Apple iPad Apps Purchase Process

Apps intended for installation on school owned iPads will be purchased using the Apple Volume Purchase Program for Education. The Volume Purchase Program allows educational institutions to purchase apps in volume and distribute them to students, teachers, administrators, and other employees. The program also offers special pricing for purchases of 20 apps or more.

Departments/Grade levels are encouraged to decide on appropriate apps as a group to obtain the lowest price possible and to ease distribution of apps to iPads.

Teacher/Admin iPad app purchases:
- iPads are typically set up with individual school iTunes accounts (not your personal account).
- Apps may be purchased for one or more iPad in a department.

Student iPad app purchases:
- iPads are assigned one iTunes account per grade level or department.
- Apps for student sets must be decided on per grade level.
- Apps will be installed on each iPad in the set.
- An app must be purchased for EACH iPad in the set.

Decide and get approval:
- Decide on apps for your grade level or department.
- Discuss app purchase with building administrator/department supervisor.
- Determine funding source.
- Fill out the App Approval and Evaluation Rubric at: www.twinsburg.k12.oh.us/apprequestform.aspx

After approval:
- Double check app prices.
- Create a Purchase Order for the Apple Education Store (Vendor #8026) for purchasing a Voucher for the needed dollar amount; this works much like a gift card.
- Make note on the PO that it should not be mailed, but given to the Technology Department (at the BOE) to purchase the Voucher.
- Technology will redeem the Voucher at the Apple Education Store for your specific purchases.
- The Meraki management system will be used to distribute the app to your iPad(s). This allows TCS to maintain ownership of apps purchased for school.

Free apps for student iPad sets:
Remember, each iPad in the set will get this app.
Be sure to decide on apps as a grade level or department and make sure they are appropriate.
Keep a list of apps that are being used so they can be easily re-loaded.
Free apps can be pushed out through our Meraki system. This way we can ensure all iPads contain the same apps, and they are easier to manage.

Free apps for admin/teacher iPads:
If your department loads free apps on a school owned iPad or similar device, note that the iPad use is governed by the district. It is therefore unacceptable to load personal entertainment, gaming or other apps unrelated to the educational and business mission of the district. The device may be audited for installed software and licenses.
- As a reminder, personal iPads are not to be used with our students.