Procedure for setting up iCloud to enable "Find My iPad" (For iPads with iOS5 and higher)

I. SET UP: iCloud and Location Services:

1. Tap Settings, then scroll down to tap iCloud.

   a. At the top of the page, confirm that iCloud has the correct Account information (i.e. the same Apple ID that you have set up for the device).
   b. Further down the page, confirm that Find My iPad is turned ON.

2. Go back to Settings, then tap Location Services.

   a. Confirm that Location Services is turned ON.
   b. Further down the page, tap on Find My iPad and confirm that it is also ON (you may leave the Status Bar off).

II. SET UP RESTRICTIONS:

1. Go back to Settings, then tap on General.

2. Scroll down to tap on Restrictions (these steps will prevent anyone from making changes to the settings you have just set for iCloud and Location Services).

   a. Tap on Enable Restrictions.
   b. Type in a Restrictions Passcode.

> IMPORTANT: This 4-digit Passcode is assigned by the school. It is the school's responsibility to PROTECT this passcode. It should NOT get lost and it should NOT be shared with any person who does not have any reason to alter the restrictions on the device. Therefore, it should NEVER be shared with the student or the student's family/guardians. If the device gets lost and cannot be located because this passcode had been compromised, then the loss of the device becomes the school's responsibility.

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i. Turn **OFF** all apps and features in this section that you don't expect to be necessary for this iPad to be used as a Communication Device. This will also save battery power.

ii. Scroll down and tap on **Location**. Select "Don't Allow Changes."

iii. Go back to **Restrictions** and tap on **Accounts**. Select "Don't Allow Changes."

iv. Go back to **Restrictions** and scroll down to **In-App Purchases**. Turn it **OFF**.

2. Finally, go back to **Settings**. You should find iCloud to be grayed out. If you tap on Location Services, you will not be able to turn it off.

To locate a missing iPad…

1. On any computer (Mac or PC), go to **iCloud.com**. You may also download the free app **Find My iPhone** using any Apple mobile device (iPad, iPod Touch, or iPhone).

2. Log in using the Apple ID and password that the missing iPad was signed in to. Click on the **Find My iPhone** icon.

3. A map will come up and will list the iPad registered to that Apple ID. It should locate the missing iPad on the map. NOTE: This process occasionally takes a while if the iPad is not in range of a WiFi network or has been turned off for a while.

4. If the iPad is listed as **Online**:

   a. Click on it in the "My Devices" list, and the map will show you the approximate location of the iPad.

   b. Click on the little blue ***i*** circle and you will be given 3 options:

      i. **Select Remote Lock**: This will either add a Lock Screen passcode or change the passcode if it already has one.
      ii. **Play Sound**: The iPad will play a sound to call attention to it and help it become easier to locate by people nearby.
      iii. **Message**: This will let you send a message to whomever has the iPad – this is a great opportunity to let them know you are tracking them and to provide a phone number and/or email so they can contact you to return the iPad.

5. If the iPad is listed as **Offline**:

   a. This usually means the iPad is off or not near a WiFi network.

   b. Check the box for "Email me when the iPad is found." When the iPad is turned on or finds a WiFi network, you will get an email alerting you on this. You may then follow the steps above on when the iPad is listed as **Online**.