# That's a Wrap - Ending the Year with iPads

- Make sure all Content and Settings are Erased on each iPad (see directions below).
- Place iPads in storage cart, plug them into cart and lock the cart.
  - **Store carts in one classroom, if possible, unplugged.**
- Please contact the help desk for any iPads that are needing repair. Please put the job number on a sticky note on the iPad and leave it in the main office of the building.
  - Office staff need to be sure to secure the iPads until TIS picks them up.
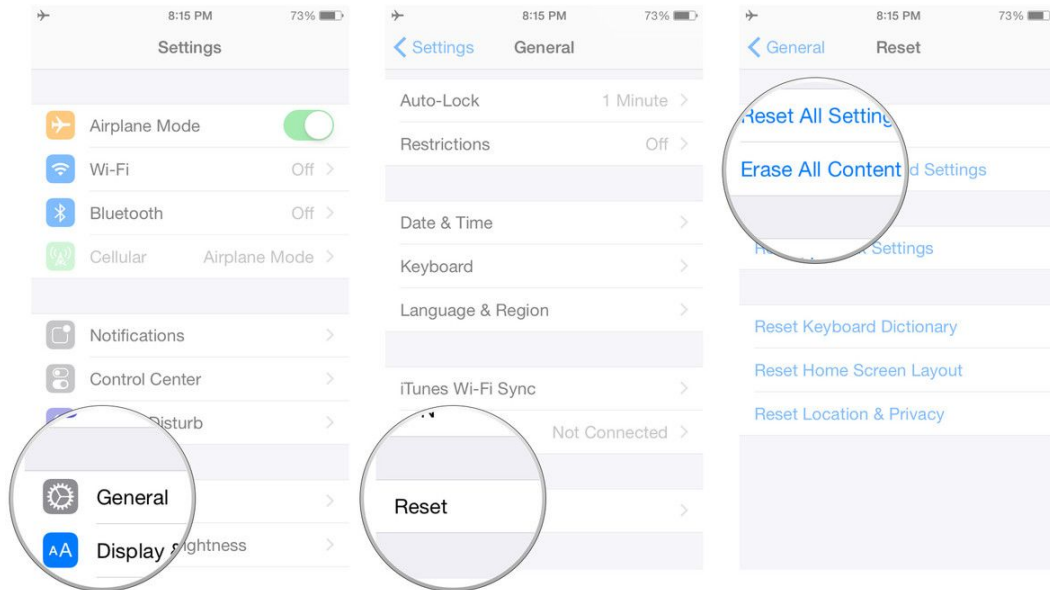
End of the Year Student Chromebooks

- Make sure all Chromebooks are shut down.
- Plug Chromebooks into cart and lock cart.
  - **Store carts in one classroom, if possible, unplugged.**
- Please contact the help desk for any Chromebooks that are needing repair. Please put the job number on a sticky note on the Chromebook and leave it in the main office of the building.
  - Office staff need to be sure to secure the Chromebooks until TIS picks them up.