

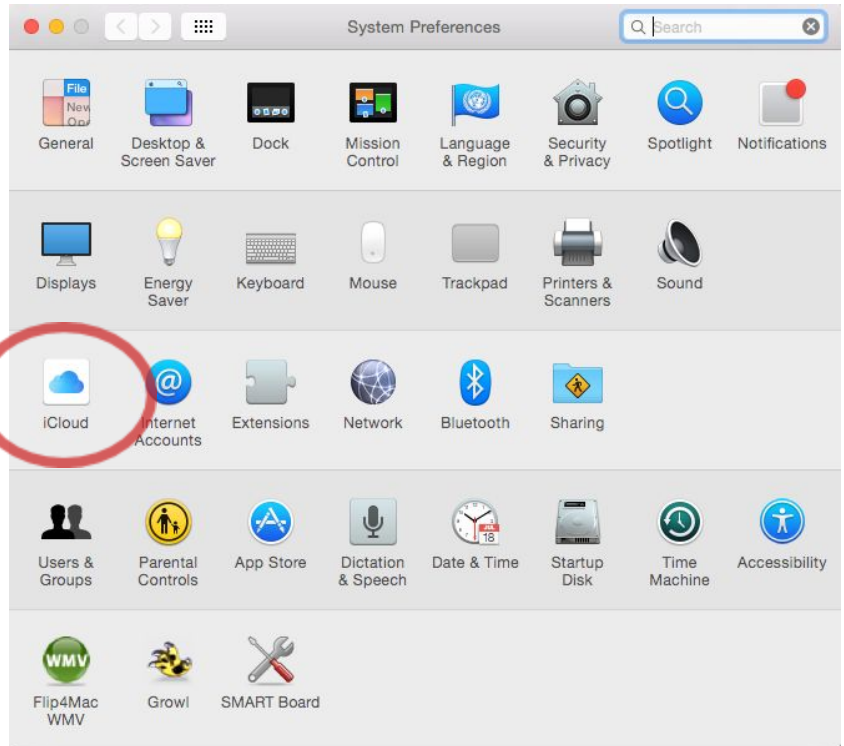
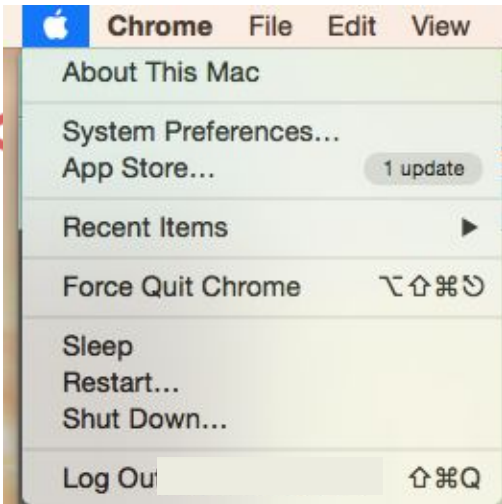
# End of Year iPad/Laptop Turn in for Employees Leaving KCKPS

Any staff member who received a district laptop (including the charger and dongle) or a school issued iPad (including charger), **MUST** return the device to their Administrator or Supervisor before leaving the district.

If employee's contract is beyond the end of the school year, the laptop needs to be turned into the staff member's Administrator or Supervisor.

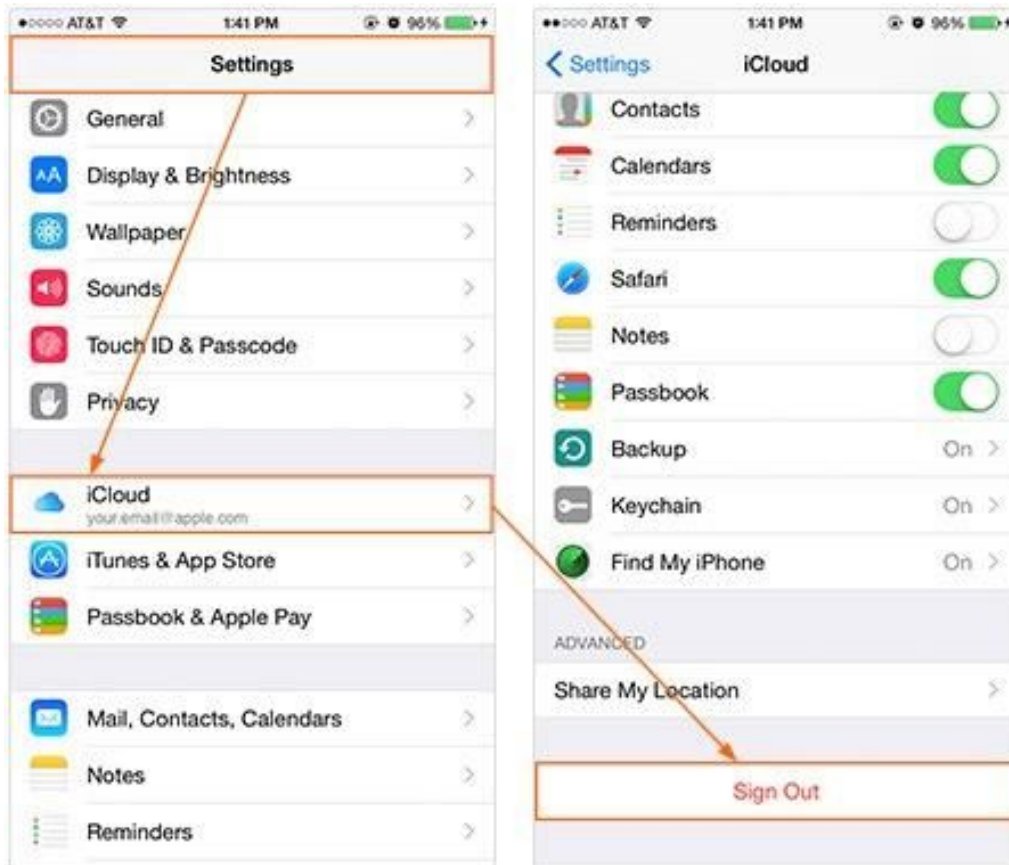
Administrators and Supervisors need to contact the Help Desk (279-2330) to have device(s) picked up.

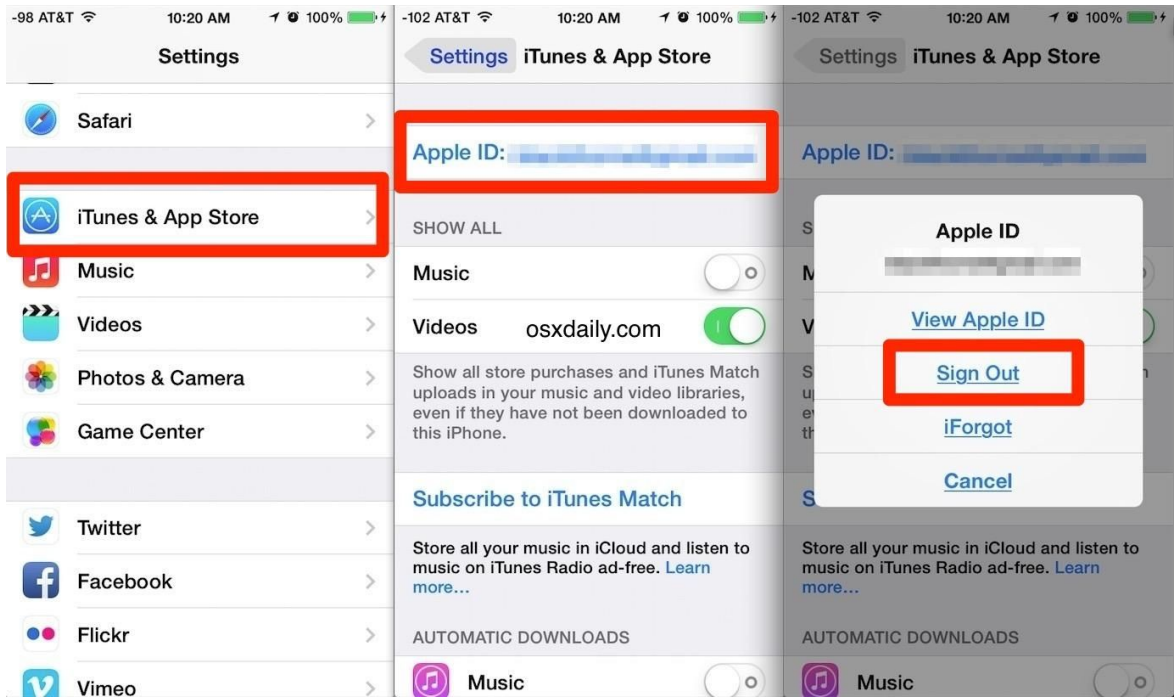
On your **laptop**, please check to make sure you have signed out of iCloud.



If you have an **iPad** issued by your school, please make sure you have signed out of iCloud, iTunes, turned off the passcode (if you set one) and Erase All Content and Settings.

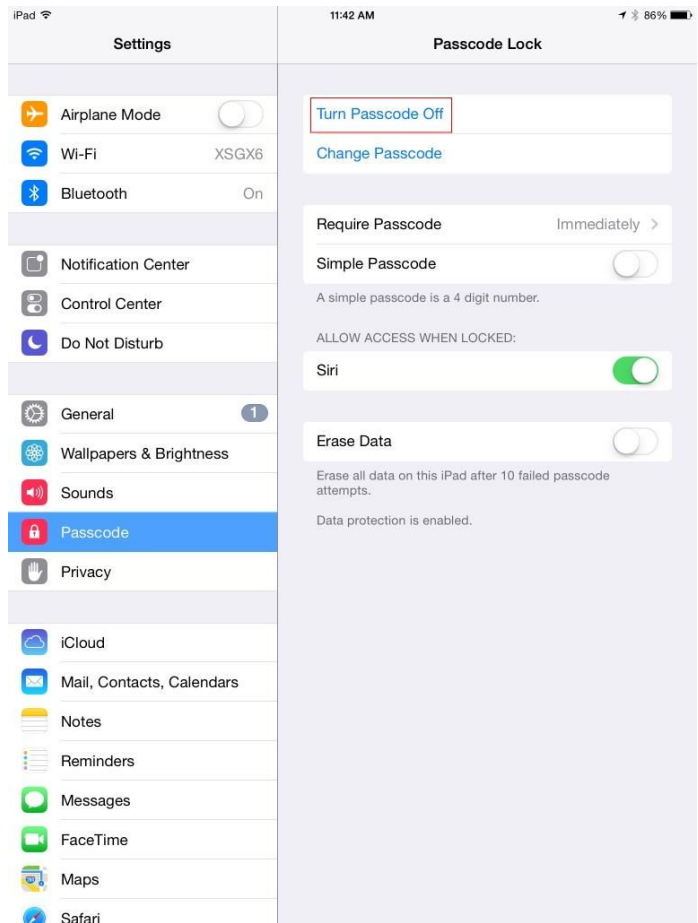
### Signing out of iCloud - iPad Directions





## Turning off Passcode - iPad ONLY

Follow these steps if  
you have put a  
passcode on your  
device.



Once you have turned off your passcode, signed out of the iPad, you will need to **Erase All Content and Settings.**

