

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

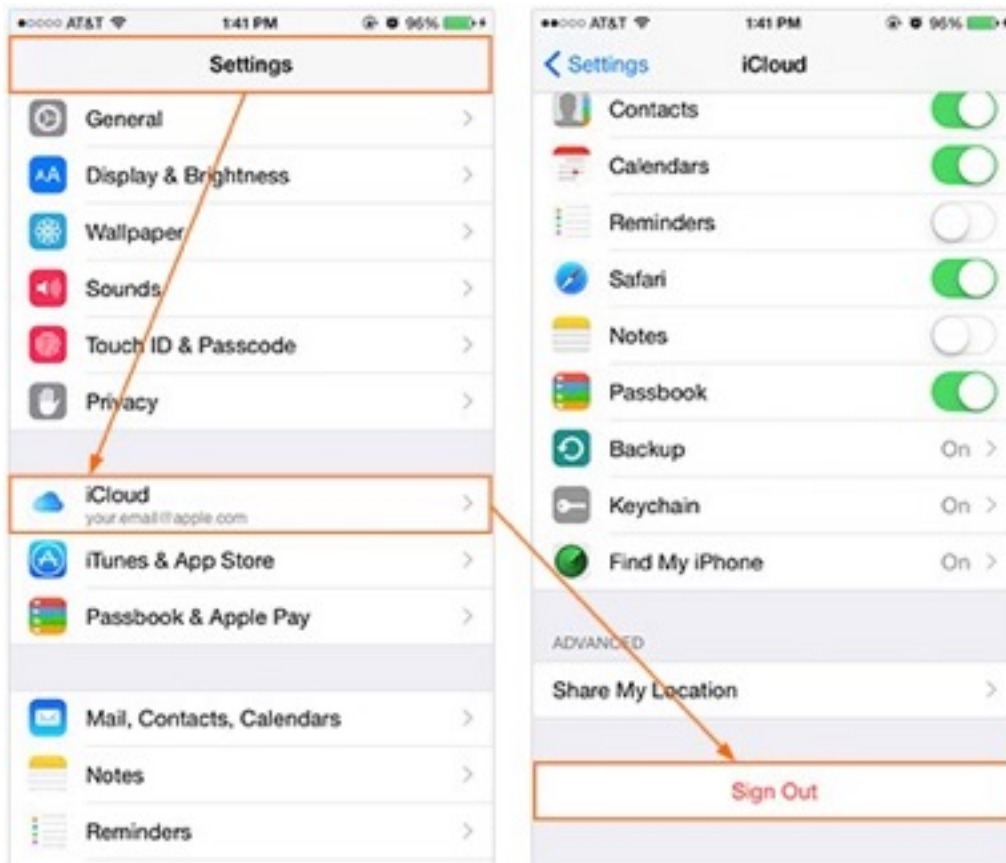
Any staff member who received a district laptop (including the charger and dongle) or a school issued iPad, **MUST** return the device to the building administrator before leaving the district.

If a device is not returned, the staff member may have his/her last paycheck held until device is returned.

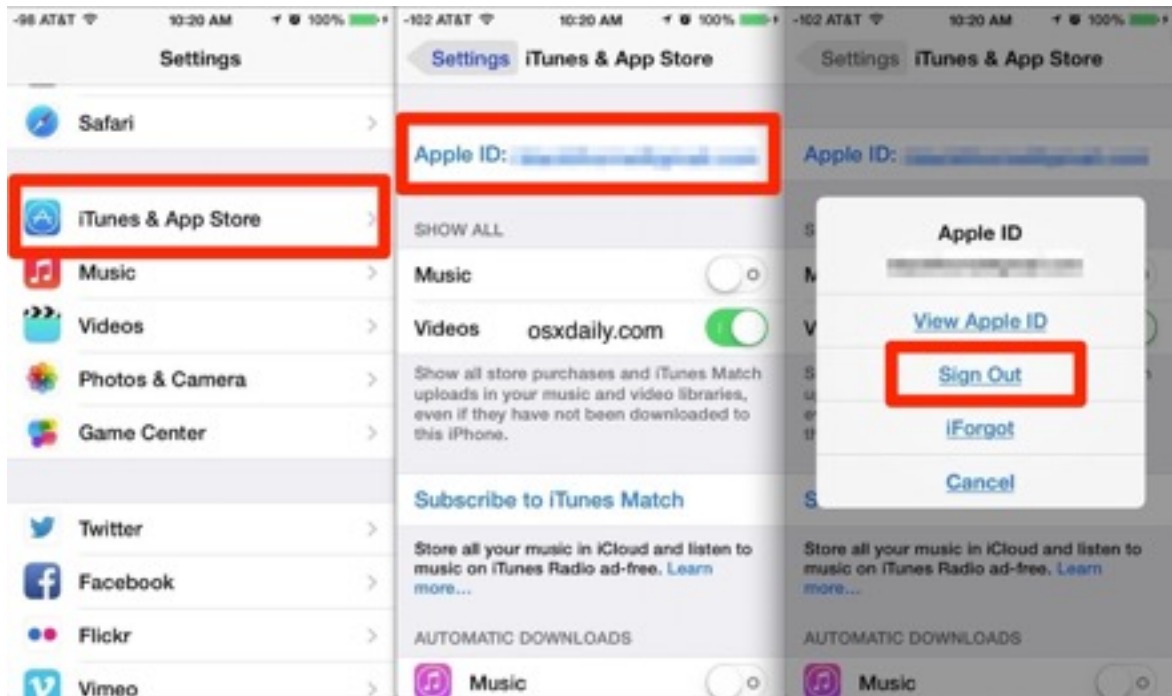
Laptops of teachers not returning to the district will be picked up at each school by TIS the week of May 24th. If you have laptops at your site that have not been picked by Friday, May 27, please contact the Help Desk. (279-2330)

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

### Signing out of iCloud - iPad Directions



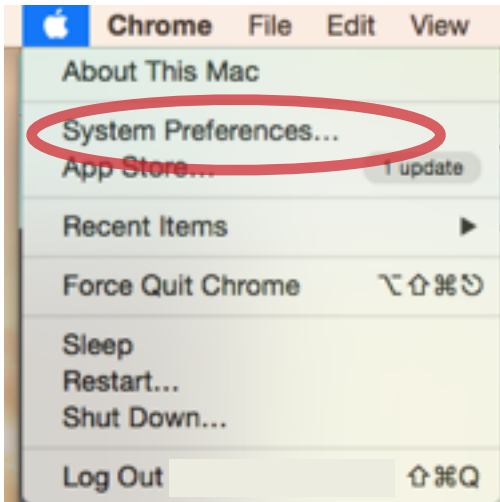
## Signing out of iTunes - iPad Directions



## Turning off Passcode - iPad ONLY

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





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

