

Free apps – Staff are able to install free apps onto the iPads using their personal Apple ID. Please see instructions on creating an Apple ID and/or iPad Basics if additional instruction is needed.

Paid apps – Staff would need to contact their school's/department's administration office to get approval for the purchasing apps which are not free (paid apps). If approved, the request along with a P.O. would go to the I.T. dept who would first need to purchase Volume Vouchers from Apple and then use these Volume Vouchers to purchase the apps requested. Apple created a special Education store for schools to purchase apps for district owned Apple devices. Here is the URL for this Education Store: <https://volume.itunes.apple.com/store> . A separate app license is needed for each device you would want to have the app installed on. So if you have 5 iPads in your classroom and want the same app on all 5 iPads, we would need to purchase 5 copies of the app. Once the apps have been purchased by the I.T. dept, someone in the I.T. dept would need to install the app (s) onto the device (s) requested.