



## App Store Volume Purchasing Program

### Purchasing iPads

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General School Contracts for the State of Florida:

<http://www.apple.com/education/shop/contracts/states/fl.html>

Click the link: [Apple Online Store for WSCA](http://www.apple.com/education/shop/contracts/states/fl.html)

### Setup of Volume Discount Educational Pricing Accounts for Apps

The following is a simplified process for setting up the Volume Discount Educational Pricing for your school. All of this must be done prior to setting up any iPads and distributing them to your users.

#### Step 1: Establish a Program Facilitator Account

A Program Facilitator is someone authorized by your school or department to redeem Apple Volume Vouchers and purchase App licenses from the VPP Educational iTunes Store.

- Request a Program Facilitator Account from the Help Desk.
- Receive information about your newly created VPP alias and how to access it.
- In your mailbox, you will receive an email from Apple that provides a link for you to login to the Program Facilitator account.
- The Program Facilitator will now be able to redeem vouchers and purchase apps.

## **Step 2 (OPTIONAL): Establish a School-issued iTunes Account (End User)**

If you intend to synchronize applications across a group of iPads so that they all have the same “baseline” of installed apps, schools might consider creating a generic end-user iTunes account. This account will be used on the “synching station” (e.g. Mac laptop or desktop).

- Create an email account. Gmail is free and works well, but you can choose a different provider. A suggestion is to name the account beginning with your school’s 4-digit number. Example: [3121iPadUser@gmail.com](mailto:3121iPadUser@gmail.com)
- Establish an End User iTunes Account This iTunes account will be used by the Technology Specialist (or designee) to “manage” all of the iPad Apps. This account will be used regularly to setup iPads and sync Apps as necessary.
- Download/install the latest version of iTunes <http://www.apple.com/itunes>
- Open iTunes and go to the Apps Store to create an account using the end user email account
- In order to avoid having to include a credit card in the account, follow the steps in the Apple Knowledge Base: <http://support.apple.com/kb/ht2534>
- Check the designated email inbox for the verification link to complete the creation of this account.

## **Purchasing Vouchers**

Vouchers may be purchased by the Program Manager from Apple. Volume vouchers are available in the following denominations: \$100, \$500, \$1000, \$5000, or \$10,000.

<http://www.apple.com/education/go/store-k12/>

- Click the “Create a Quote” button
- Enter ZIP code of your school.
- Select your school from list.
- Click “App Store Volume Purchase” link (right side).
- Select the “Volume Vouchers” for which you would like a quote.
- Enter your info to receive your quote.
- Print quote and prepare your purchase order (give to bookkeeper)

## **Redeem Vouchers for Apps**

Once the vouchers have been received, the Program Facilitator will be able to redeem the vouchers for Apps at the Volume Purchase App Store.

Login to the Volume apps store with the Program Facilitator account

<http://volume.itunes.apple.com/store>

Search for and purchase apps. Quantities of 20 are usually eligible for a 50% discount. In other words, if you ever need 10 of the same App, it is to your distinct advantage to purchase 20. The price will be the same.

After purchasing, you will receive an email from Apple with a spreadsheet of the Apps and codes that you purchased. Print and keep this sheet in a notebook. It is your proof of licensing. Highlight the top code for easy reference.

### **Apple Terms of Sale**

(ii) If you are a commercial enterprise or educational institution, you may download and sync an App Store Product for use by either:

- (a) a single individual on one or more iOS Devices you own or control or
- (b) **multiple individuals, on a single shared iOS Device you own or control.** For example, a single employee may use the Product on both the employee's iPhone and iPad, or multiple students may serially use the Product on a single iPad located at a resource center or library.

Remember, you must purchase a copy of each “paid” App that you will install onto an iPad.

### **Downloading Into iTunes**

Once the voucher has been redeemed for Apps, the Facilitator email account will receive a message from Apple that includes a spreadsheet with the codes for each of the Apps you purchased. Those codes will now be used in iTunes on the Technology Specialists computer (or designee) OR by individual iTunes account holders.

For the former:

- Open iTunes on your computer
- Make sure you are signed in to your Apple iTunes account
- Follow the directions in the email to redeem the Apps into your account. Enter the top code into iTunes

For the latter:

- Distribute individual codes to end users.
- End users will go to App Store and choose Redeem from the menu at the bottom of the screen. They will enter the Redemption Code and sign in to their iTunes account to install the app on the iPad.

## **Syncing Apps Onto iPads**

Since each iPad may receive some different Apps, it is recommended that you create a Playlist for each iPad. You will sync the playlist to the appropriate iPad (name the playlist and iPad the same).

## **Giving iPad to End Users**

- Provide end user with the iTunes username and password for the “End User” account.
- End users may download free Apps anytime using the end user iTunes account.
- End users may use iTunes cards to purchase Apps directly onto their iPads.
- Create agreement form so that your users know their responsibilities and consequences of using the iPad. Anything they personally purchase/install on the iPad may be lost and not retrievable during regular maintenance procedures.
- Make sure that you have all serial numbers and MAC addresses recorded in a spreadsheet for wireless devices and share that spreadsheet with ET to keep all parties aware of the devices connecting to the network.

## **Backup iTunes**

Backup your iTunes library to an external drive. If your computer crashes and your library is not backed up, all of your purchases are lost and cannot be retrieved. There are several ways to backup your library.

- One option is to follow the steps outlined in Apple’s Knowledge Base:  
<http://support.apple.com/kb/ht1382>

## **Notes**

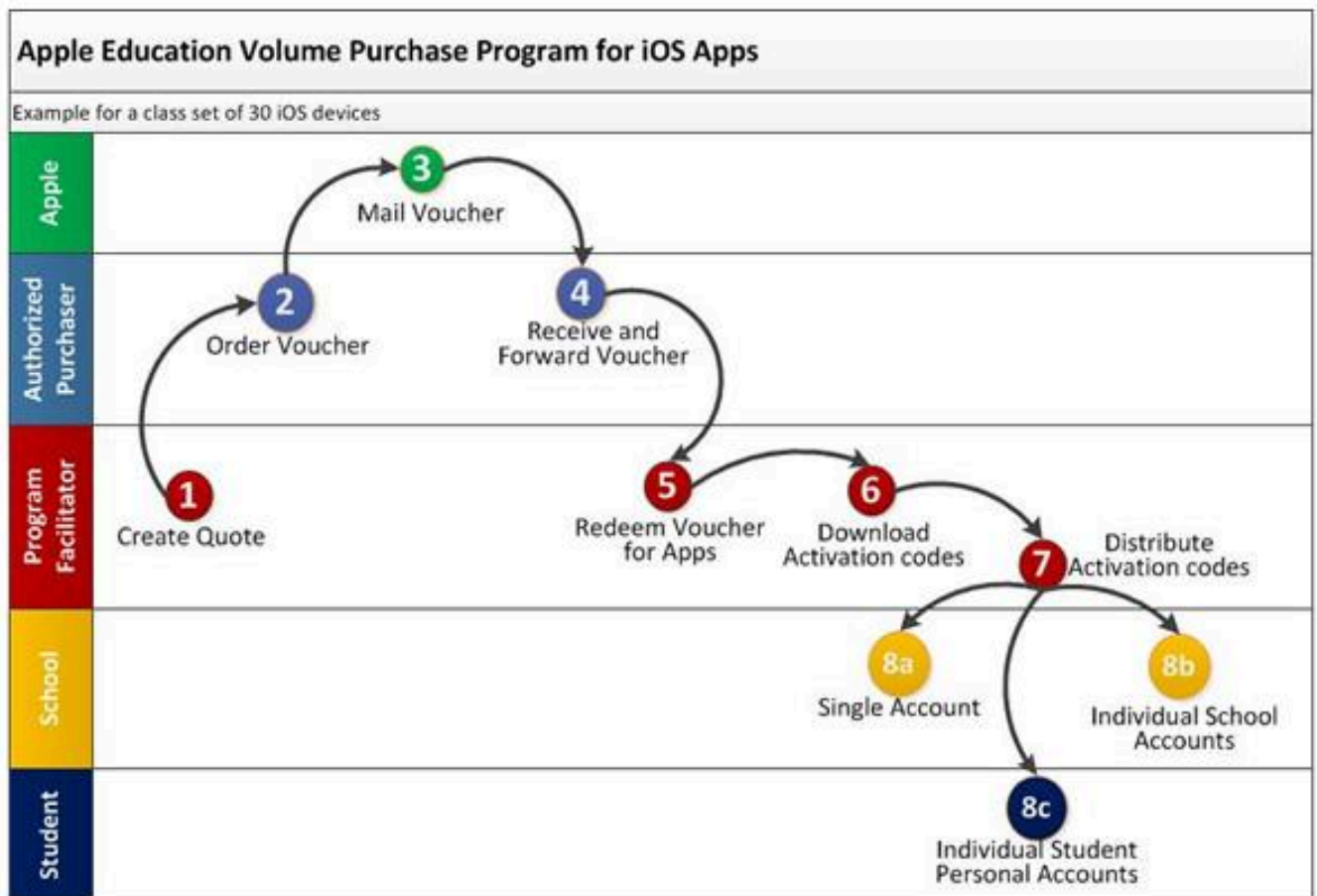
- Lock down the restrictions so students can’t delete Apps or install anything.  
<http://support.apple.com/kb/ht4213>
- Configure iCloud on each iPad so that you can track them.  
<http://support.apple.com/kb/HT4436>

## **General FAQ’s**

- iPads can be connected to a projector. With the first generation iPad you can only project Keynote, YouTube.com and any video. With the iPad2 you can

project anything.

- For inventory purposes, you might want to consider barcoding (Follett) your iPads and accessories (cases, keyboards, etc.). In addition, you should keep an Excel spreadsheet with the “names tied to each of the iPads”. As iPads are purchased, a unique name should be assigned following the district standard – beginning with your school’s 4-digit number then two-digit code and dash. Examples: 3121AM-iPad001, 3121TM-iPad001, 3121SM-iPad001
- The iPad is not “just a TOY”. iPads can be used in various situations from RTI, center rotation, project creation, research, timed readings, math drills, teacher observation, etc. There is a massive library of titles available for free or purchase, including a large list of educational titles.



Special thanks goes to Dani Kazoroski from Quest Elementary for pioneering iPads in BPS and developing a working process for managing them.