



## IPad1 – Damaged iPad Form

**PRIOR TO RETURNING THIS FORM TO IPAD DEPARTMENT (LIBRARY) FOR REPAIR,  
IT IS IMPORTANT THAT YOU COMPLETE THE DEVICE BACK UP**

(Please tick box below to indicate completed)

Device Back up                       Signed out of Apple ID                       Change/Remove Passcode

(See over page for instructions on “How to” for all three (3) steps.)

In the event of your iPad becoming damaged, please complete this form with parents/caregivers’ signature and return with the iPad to the iPad Department in the library.

Student Name:		MIS ID:		Year:	
iPad Serial Number:		iPad Barcode:			
Date of Damage:		iPad gen:			
Description of Damage					
Parent/Guardian(s) Name:		Parent/Guardian(s) Phone:			
Parent/Guardian(s) Email:					

Kepnock iPads are covered by 2 years of AppleCare+. AppleCare+ provides up to two years of expert technical support and additional hardware coverage for iPad from Apple, including up to two incidents of accidental damage, per year, each subject to a service fee of \$65 (8<sup>th</sup> gen or 9<sup>th</sup> gen) and is the responsibility of the parent to pay this fee. If the iPad is a 6<sup>th</sup> gen & you are in Year 10 – 12 the cost of repair is \$25 and the parent is responsible for payment of fee. If the iPad is a 7<sup>th</sup> gen & you are in Year 9 the cost of repair is \$65 and the parent is responsible for payment of fee. If you have an 8<sup>th</sup> or 9<sup>th</sup> gen iPad there will be an additional cost of \$30 to replace the screen protector - which will bring the total to \$95. Coverage begins on the original purchase date of your iPad. AppleCare+ benefits are in addition to any legal rights provided by Australian consumer law. These fees are subject to change from Apple Australia.

By signing, I/we \_\_\_\_\_ acknowledge I/we will be invoiced the cost of Apple’s service fee. I/we acknowledge that the following steps have been completed, and that data stored on the iPad may be lost in the repair process.

\_\_\_\_\_  
Parent/Guardian(s) Signature

\_\_\_\_\_  
Student Signature



Please attach form to iPad and hand into iPad Department (library)

<p><b>Back up assessments and school work to OneDrive at school (Preferred)</b></p> <ol style="list-style-type: none"> <li>1. Tap OneDrive.</li> <li>2. Tap the + button in the top right-hand corner.</li> <li>3. Select "Upload" in the drop-down list.</li> <li>4. Select "Browse".</li> <li>5. Select the documents you wish to backup.</li> </ol>	<p><b>Can NOT be done on the school Wi-Fi (not recommended)</b></p> <p><b>Back up device to iCloud</b></p> <ol style="list-style-type: none"> <li>1. Tap Settings</li> <li>2. Tap on your name in the circle that appears below "Settings" Apple ID, iCloud, iTunes &amp; App Store</li> <li>3. Tap iCloud</li> <li>4. Tap iCloud Backup</li> </ol>	<p><b>Can NOT be done on the school Wi-Fi</b></p> <p><b>Sign Out of Apple ID</b></p> <ol style="list-style-type: none"> <li>1. Tap Settings</li> <li>2. Tap Name at the top of screen</li> <li>3. Tap sign-out (in red)</li> <li>4. Enter Apple ID password (if prompted)</li> <li>5. Tap Turnoff</li> <li>6. Tap sign out</li> </ol> <p><b>Change Passcode</b></p> <ol style="list-style-type: none"> <li>1. Tap Settings</li> <li>2. Scroll to Touch ID &amp; Passcode</li> <li>3. Enter original passcode</li> <li>4. Tap change passcode</li> <li>5. Enter original passcode</li> <li>6. Enter 209500</li> <li>7. Enter 209500 to verify</li> </ol>
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**To be completed by iPad Department:**

Date IPAD1 Form was returned to iPad Department: \_\_\_\_\_

**Swap Unit Provided**

Date Allocated:		Barcode:		Student Signature:	
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**To be completed on return of SWAP DEVICE &/or COLLECTION OF REPAIRED DEVICE:**

**Swap Unit Returned**

Date Returned:		iPad Dept. Signature:	
Condition of iPad:	Damaged <input type="checkbox"/>	Undamaged <input type="checkbox"/>	Student Signature:

Student informed they will be invoiced for the repair of the SWAP DEVICE:

**Device Replaced**

Serial Number:		Barcode Number:	
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By signing below, I acknowledge I have collected my iPad and if a loan device was borrowed, the 3 steps outlined above have been completed, as data stored on the loan device will be erased and the iPad reset upon return.

Student Signature:		Date:	
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