

iTunes App Store Purchase Procedures for SJCS D Employees and Administrators



*Purchasing Apps for District-Owned iPods and iPads in use by School District
Employees and Administrators*

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Introduction

Employees, specifically School and District administrators of the St. Johns County School District currently use a number of personally-owned and district-owned mobile Apple iOS-based devices. These devices include, iPhones, iPod Touches and iPads. All iOS-based devices have the ability to load applications from the iTunes App store.

These procedures cover the purchase of Apps using district funds for district devices and apps using personal funds for personally-owned devices. St. Johns County School District funds may only be used to purchase apps for district-owned devices. Any apps purchased with school district funds may not be loaded on personally-owned devices.

Purchasing Applications for District owned Apple mobile devices using District funds

Employees who wish to purchase additional apps for Apple mobile devices shall follow these procedures:

1. Verify the application is on the SJCS D approved list (if not, coordinate with Instructional Technology division to review and approve your new application)(All Apple mobile apps must be approved by SJCS D before they can be purchased). The approved list of applications is available on the St. Johns County School District website at this location:
http://blogs.stjohns.k12.fl.us/instructionaltech/?page_id=29
2. Purchase approved applications using a district credit card or PO (using the acquisition process designated by each department head).
3. Download the new app after it is purchased.
4. Sync the mobile device to the appropriate District iTunes account to save the application.

Purchasing Applications for **Personally** owned Apple mobile devices using District funds is not authorized. Purchasing Applications for Personally owned Apple mobile devices should be accomplished using personal funds. It is the expectation that any applications purchased for and installed on District owned mobile devices using personal funds will result in no refund, voucher, credit or return of software to the user. In other words a non-refundable donation was made to the District.

Syncing Personally-owned devices and District-owned devices

As a general rule, it is recommended that personally-owned mobile devices are synchronized with personally-owned computers. Maintaining a personal iTunes Music, Movie, Television and App library on district-owned equipment is not recommended or supported.

Having separate iTunes libraries for personal and district-owned devices can be accomplished by registering for two Apple ID's. One Apple ID would be for personal use and the other would be for district use.

Registration of an Apple ID for district use can be done using your SJCSO email address (username@stjohns.k12.fl.us). It is not recommended that a personal Apple ID be used to register iOS devices or to purchase apps for iOS devices owned by the school district.

Technology Equipment Responsibility

All employees using district-owned technology devices must have a signed Technology Equipment Responsibility form and AUP on file annually. These forms are available on the SJCSO website:

<http://www.stjohns.k12.fl.us/rules/aup> .

Sync Overview for Personally-owned devices and district-owned devices

Personal Device & Personal App Purchases (Do's)



District Device & District App Purchases (Do's)



District Device & Personal App Purchases (Don'ts)



Personal Device & District App Purchases (Don'ts)

