

## Apple App Purchase and Install Policy & Procedure

This policy & procedure is specifically for Purchased Apps

- Using the “Request for Purchase of “Paid for” iPad Apps Form” and iTunes App Store, research and create your list of apps. Be sure to include the URL for each App listed!! (To do this, Google the name of the App to include “in iTunes”, (Example “ST Math in iTunes”). Copy the URL at the top of the page, (<https://apps.apple.com/us/app/st-math-school-version/idxxxxxxx>))
- Determine the number of licenses needed and which devices the Apps to be installed on. (Cart name & number/Device(s) name & number, Classroom number, name or series 1-10 etc.)
- Come up with a total cost estimate (If more than 15 licenses are required, email Mark Condrón for assistance, as most Apps are half price when you purchase 20+)
- Send your list & cost estimate to your campus Principal for approval.
- Principals are required to approve, or deny Apps as they, and the requester deem necessary.
- Principals will submit App list, cost estimate & Fund # to H-DOT Help Desk.
- H-DOT will review the submittal, and send final total cost back to the campus Principal for final approval before purchasing Apps
- When H-DOT receives final approval from the Principal, they will purchase the Apps using campus fund #, and publish them to the specified devices.
- Apps will be install automatically without any interaction from Teachers or Students