

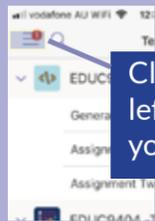
Digital Security Protocols when using a Shared iPad device

When using a shared iPad you need to be mindful that the operating system is designed for one individual, rather than many who log in and out of their profiles. As such, you have to make sure that you follow the correct digital security protocols when using apps which require you to sign in and access cloud services. The recommended protocols for the use of the Teams and OneNote apps are outlined below:

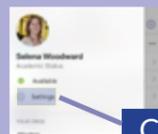


It is vital that you choose to log out of the Teams app before returning your device.

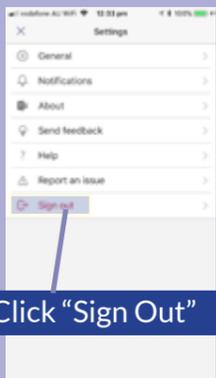
How to Log Out:



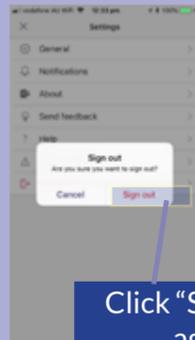
Click the menu in the top left hand corner to access your account settings



Click settings



Click "Sign Out"



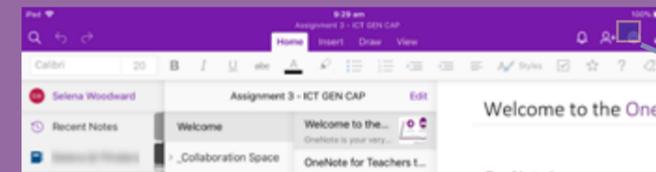
Click "Sign Out" again

You can check that you are properly logged out by re-launching the app. If it prompts you to log in then you have followed the correct protocol.



It is vital that you choose to both log out of the OneNote app AND close any Notebook that you have been working on. In the OneNote app, even if you log out, if you do not close your Notebook, the next user will have read only access to your content. This means that, although they can't edit it, they can see your notes and feedback.

How to Log Out:



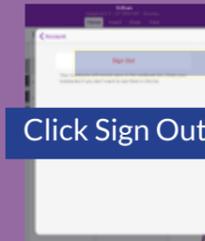
Click the cog to access your account options



Click your account



Click your account again

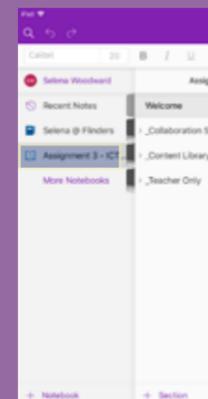


Click Sign Out



Click "Remove"

Closing your Notebooks



1. In the Notebook section, hold your finger down on the title of your notebook.

The list will change and you will have check boxes and new menu items at the bottom left hand corner of your screen.

2. Check all of the notebooks that belong to you.
3. Click the icon in the bottom left hand corner
4. when prompted, click "Close" to close your Notebooks.

