



The Apple Volume Purchase Programme

The *Volume Purchase Programme* allows educational institutions to purchase iOS Apps in volume and distribute them to pupils, teachers, administrators and employees.

Why should I use it?

There are three great reasons for your school to enrol in the *Apple Volume Purchase Programme*:

- When you register your school for the *Apple Volume Purchase Programme* and provide the school's VAT number, the 15% VAT is automatically removed from all future App purchases, regardless of how many you buy.
- Through the program, we are able to provide our Inclusive Apps for **50% of their standard App store prices when you purchase 20 or more**. So, if you have 20 or more iPads in school, this is by far the most cost effective way to purchase them. Many other App developers also make their products available through the *Apple Volume Purchase Programme*.
- In order to comply with Apple's licensing terms, **schools must purchase an App license for each iPad they wish to use that App on**. Whilst it would be time consuming to upload each App individually, the Apple Configurator enables schools to quickly and easily deploy Apps to multiple devices. The configurator can be downloaded for free from <http://tinyurl.com/bzyzcfw>

How do I enrol in the programme?

- Select an individual from your school to manage the programme, and ask them to complete a **Programme Manager enrolment form**.
- If anyone else in the school needs to be able to purchase Apps in volume, the Programme Manager will need to set them up as a **Programme Facilitator**. Your school can have multiple Programme Managers and Facilitators.
- Each Programme Manager and Programme Facilitator will have a **unique Apple ID**. Existing Apple ID's cannot be used for the Volume Purchase Programme. For each Programme Facilitator, you will need to provide Apple with a valid email address that isn't already being used as an Apple ID.
- For new Programme Facilitator accounts, it is recommended that you **create generic email addresses** for use only with this programme (for example: PF1@institution.sch.uk or PF2@institution.sch.uk). This will ensure that if Programme Facilitators leave their current positions, your school will be able to transfer the accounts to new Programme Facilitators with minimal delay or hassle.
- Once your Programme Managers and Programme Facilitators are set up, you can start purchasing your Apps in volume! To do this simply log in to the *Volume Purchase Programme Education Store* with

your new Apple ID. After login, you can search for Apps by name. Using a credit card, you can then purchase Apps in the quantity you need.

- Although not all App developers will offer the 50% discount when you purchase 20 or more Apps, all paid iOS Apps can still be purchased via the Volume Purchase Programme.
- You can buy any number of Apps using the volume purchasing programme, so even if you don't have 20 or more iPads, you can still benefit from using the configurator to install your Apps.
- Once you have purchased your Apps, you'll receive an email from Apple telling you that your order has been processed. You can then log in to the *Volume Purchase Programme Education Store* and download a spreadsheet containing App specific codes - one code per App purchased.
- Now, you can distribute the codes to each of your iPads. This can be done in a variety of ways, including emailing each code to an end user, or by placing them on an internal website for end users to download. We would recommend that you do it via the *Apple Configurator*, which is a much quicker way to deploy identical Apps to a large number of iPads.

Further details of Apps available from Inclusive Technology can be found at:
www.inclusive.co.uk/apps