



OXLEY STATE SCHOOL

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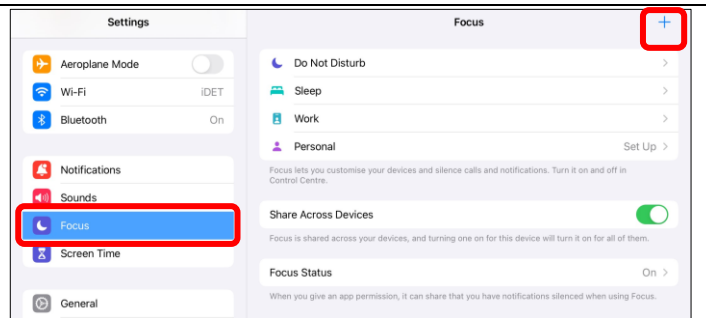
OXLEY STATE SCHOOL BYO IPAD PROGRAM

Setting up School Focus

The Focus function on iPad allows for the creation of a School Focus, to alleviate the distraction of home apps during school hours. **Before setting up School Focus, ensure you have completed the Intune installation process to download the necessary school apps and placed them in the required app folders on the first page of the iPad, as outlined on Page 7 of the BYO iPad Program Parent Handbook.**

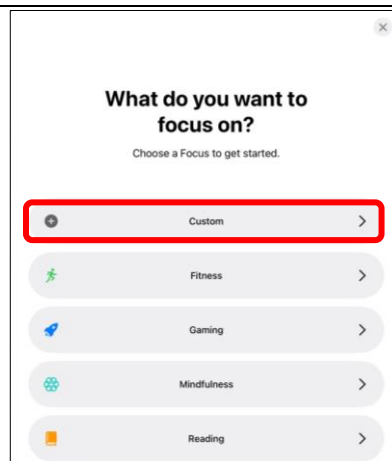
Step 1.

- Open the *Settings* app
- Tap *Focus*
- Tap **+** in the top right corner of the screen



Step 2.

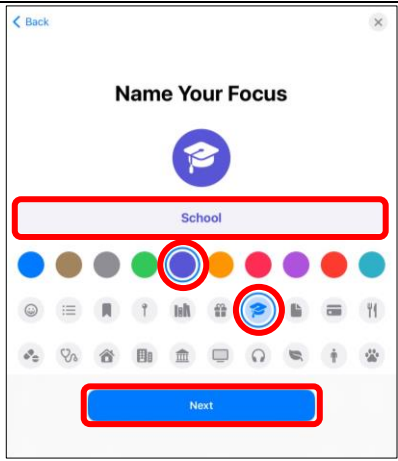
- Tap *Custom*





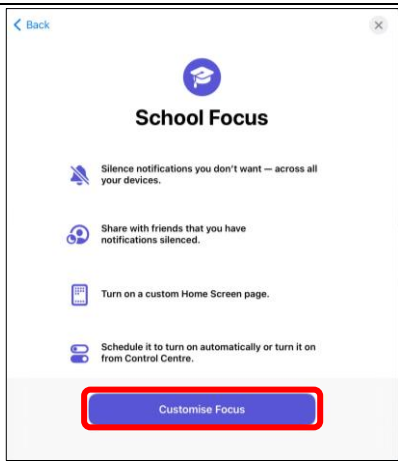
Step 3.

- **Name** your Focus *School*
- **Choose** the mortarboard icon and select a colour for your icon
- **Tap Next**



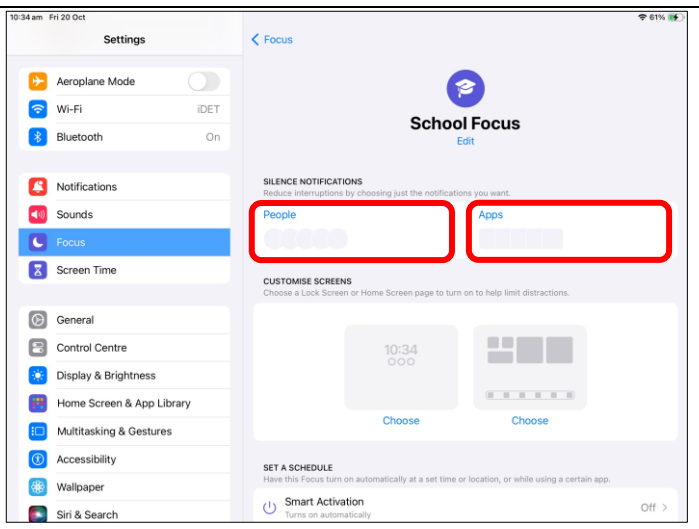
Step 4.

- **Select** *Customise Focus*



Step 5.

- **Ensure** no people are selected under notifications
- **Tap Apps**

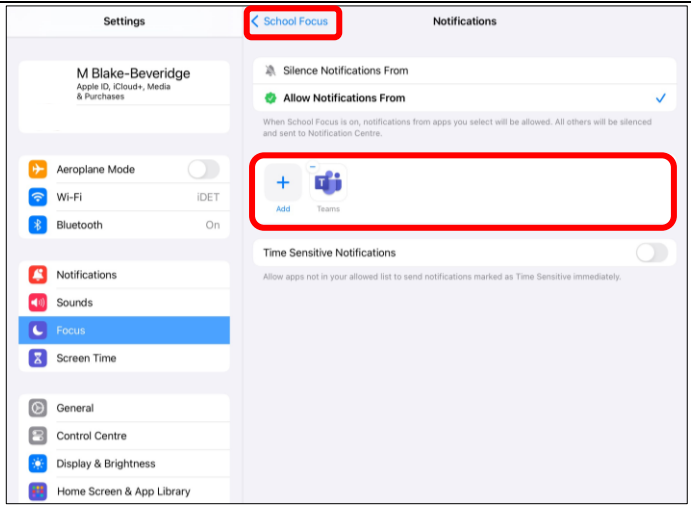




Step 6.

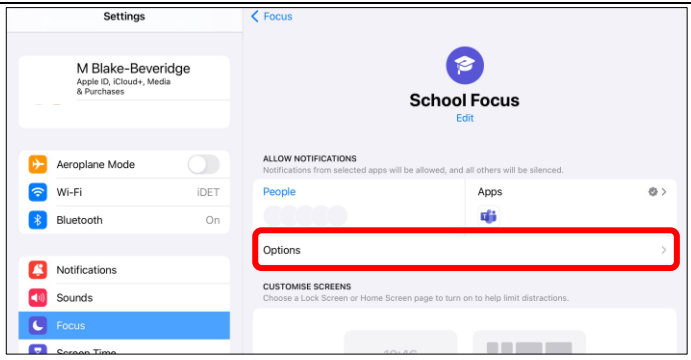
- Tap + to allow notifications from Teams if it is not already showing here
- Tap - to delete any other apps showing here
- Tap *School Focus* to return to the *Customise Focus* screen

Note: In order for Teams to be visible here, your child must open and sign into the Teams app, using the same credentials from the Microsoft Intune installation process.



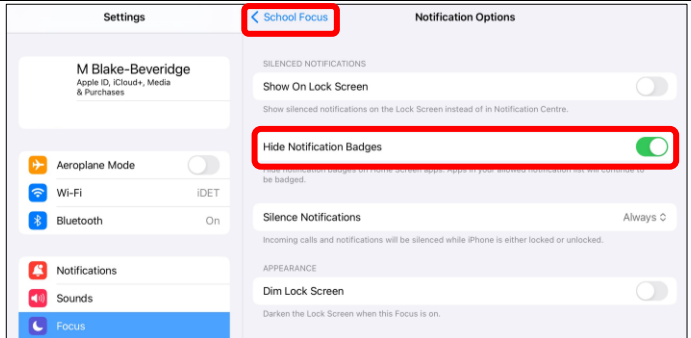
Step 7.

- Tap *Options*



Step 8.

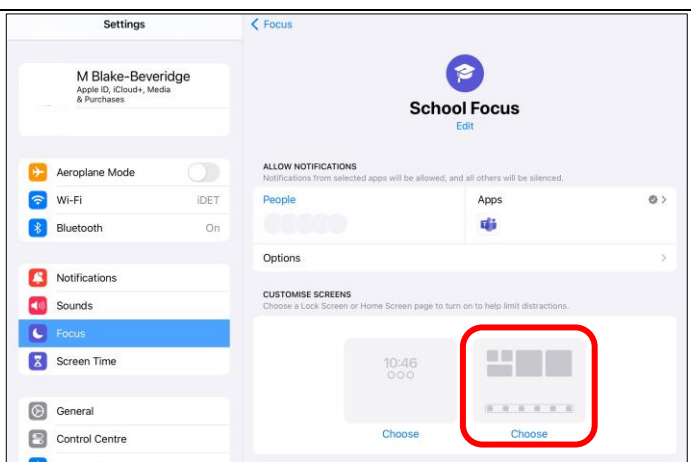
- Turn on the slider to Hide Notification Badges
- Tap *School Focus* to return to the customise screen



Step 9.

Note: Ensure all school apps are organised in the prescribed folders on the first page of the iPad.

- Under Customise Screens, tap *Choose* under the home screen icon
- Tap ONLY the page that contains school apps

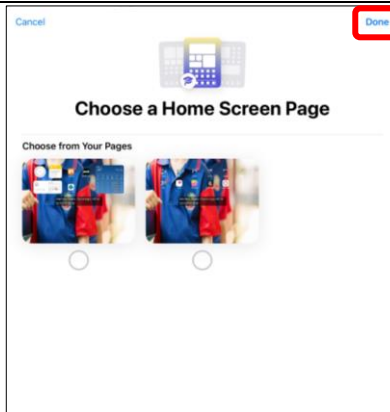




Step 10.

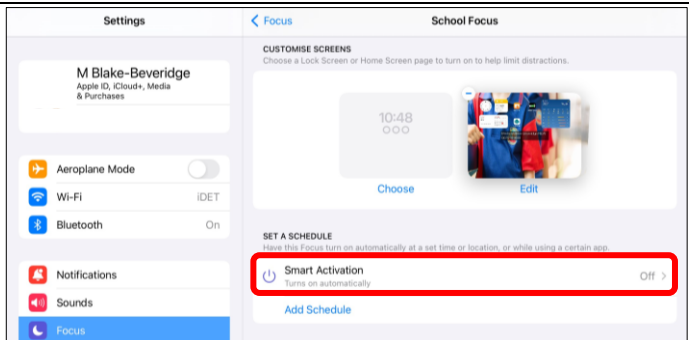
Note: Ensure all school apps are organised in the prescribed folders on the first page of the iPad.

- Tap ONLY the page that contains school apps
- Tap *Done*



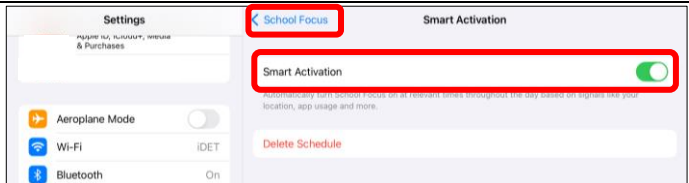
Step 11.

- Tap *Smart Activation*



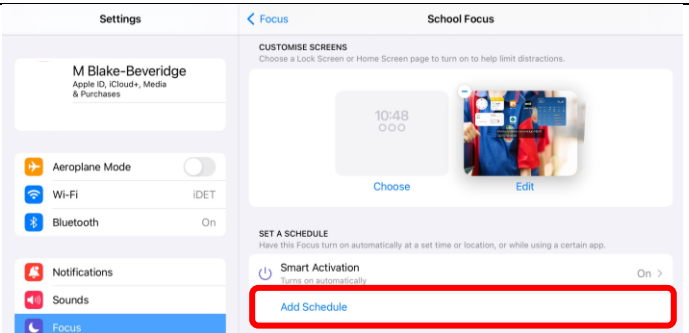
Step 12.

- Turn on the slider to allow *Smart Activation*
- Tap *School Focus* to return to the customise screen



Step 13.

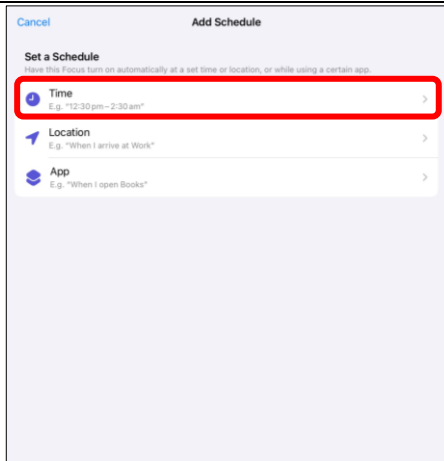
- Tap *Add Schedule*





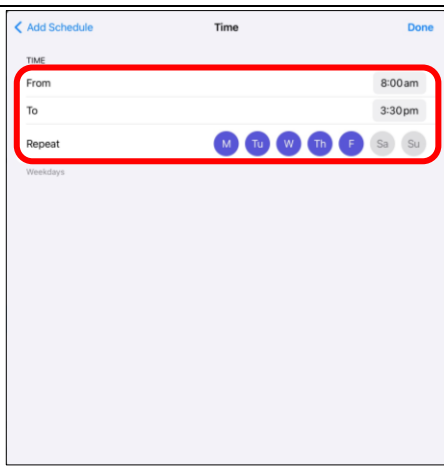
Step 14.

- Tap *Time*



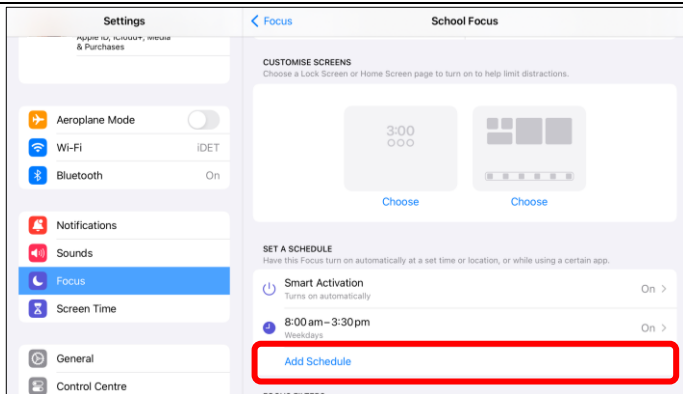
Step 15.

- Set a time and days for the School Focus to be activated. We recommend scheduling from 8:00am to 3:30pm.
- Tap *Done*



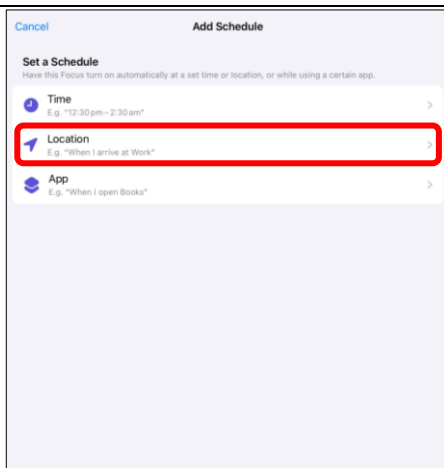
Step 16.

- Tap *Add Schedule*
- Tap *Location*



Step 17.

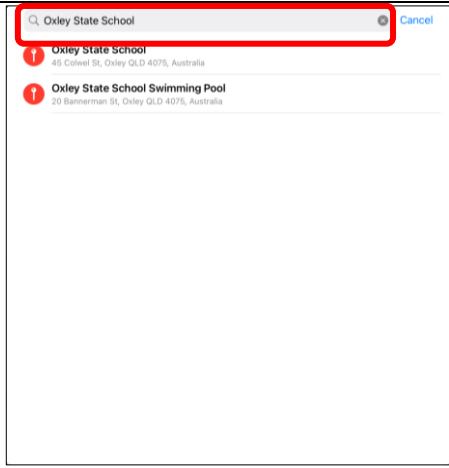
- Tap *Location*





Step 18.

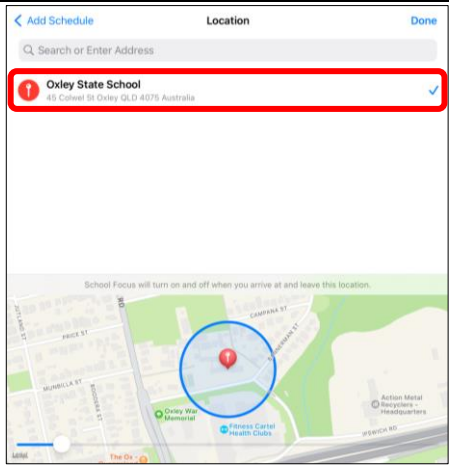
- Type *Oxley State School*



Step 19.

- Select *Oxley State School* from the options
- Tap *Done*

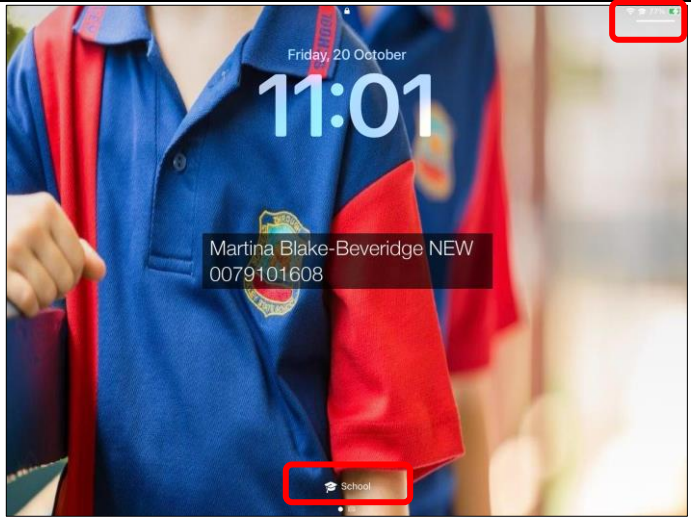
Note: Setting the *App Schedule* on the customise screen is not required. *Focus Filters* are also not required.



Step 20.

- Exit the *Settings* app

Note: School Focus can be easily identified as active from the Lock Screen and the Control Centre icons.



It is recommended you regularly check that School Focus has not been altered or deleted.

If further support is required after reading and following the instructions outlined in the iPad Program documentation, please contact ict@oxleyss.eq.edu.au.