



OXLEY STATE SCHOOL

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OXLEY STATE SCHOOL BYO IPAD PROGRAM *Settings Booklet*

Please set up your child’s iPad using the following Settings Guide. These measures will assist your child to participate safely in the digital environment, using their iPad.

Step 1. Signing into the iPad

Ensure you sign in with the student’s Apple ID, not a parent Apple ID. If you don’t already have an Apple ID for your child, you can create a new Apple ID when you set up the device.

- Tap *Forgot password or don’t have an Apple ID*
- Tap *Create a Free Apple ID (ensure you select the option to **Create Child Account**)*
- Follow the prompts to create an Apple ID for your child, using Apple’s @icloud.com domain

Note:

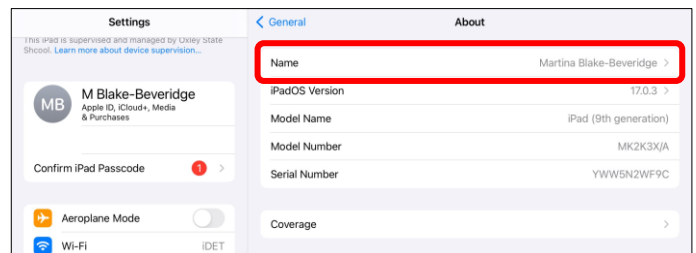
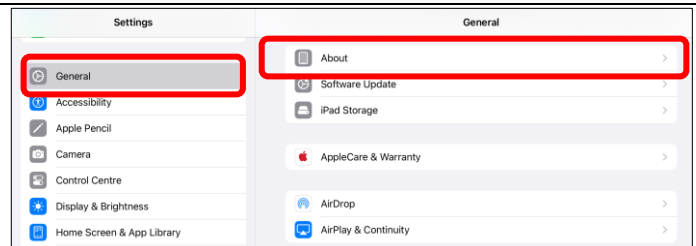
1. Do not use your child’s EQ email address, as this can present difficulties if they leave the EQ environment or forget the password

2. Only set up the “Ask to Buy” feature if you own another Apple device on which you can approve the addition of new apps to your child’s iPad

- For instructions on how to set up Family Sharing, please visit <https://support.apple.com/en-gb/guide/ipad/ipadacb14669/ipados>. The below settings need to be applied on every iPad being used in the BYO iPad Program.

Step 2. Naming the iPad

- Open the *Settings* app
- Tap *General*
- Tap *About*
- Tap *Name*
- Set the name of the iPad to student’s first and last name, followed by their class name (e.g., John Doe – 4RL)

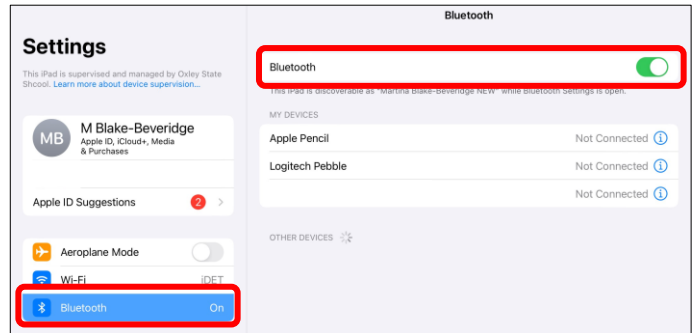
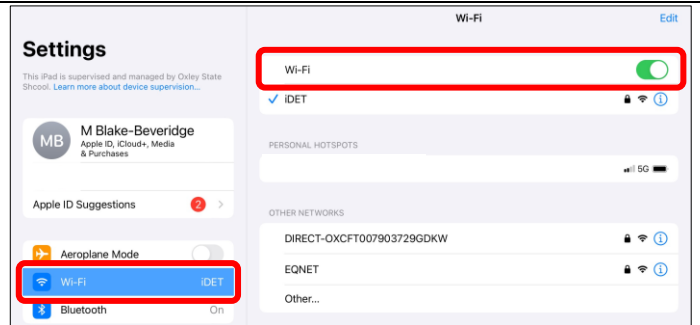




Step 3. Turn on Bluetooth and Wi-Fi

- In the *Settings* app
- Tap *Wi-Fi*
- Tap the slider to turn *Wi-Fi* on and select a network to connect to

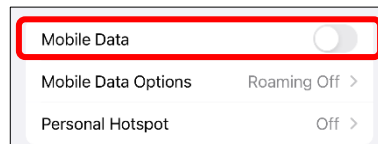
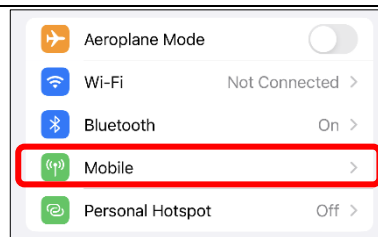
- Tap *Bluetooth*
- Tap the slider to turn *Bluetooth* on



Step 4. Turn off 3G/4G/5G capability (Applicable only to iPads with cellular)

- In the *Settings* app
- Tap *Mobile*

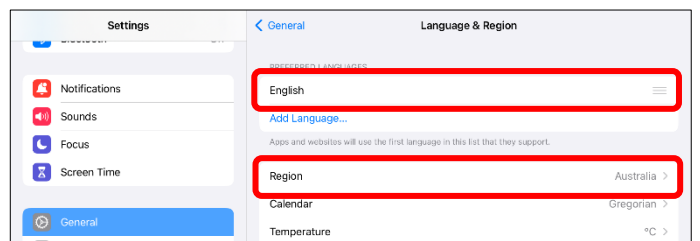
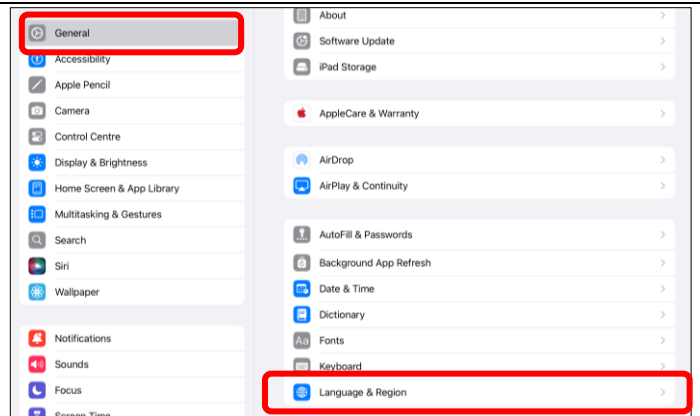
- Turn the *Mobile Data* slider off (grey)



Step 5. Confirm Language/Region is set to Australia

- In the *Settings* app
- Tap *General*
- Tap *Language & Region*

- Check English is the preferred language, otherwise tap *Add Language* to add English (Australia)
- Check *Region* is set to Australia

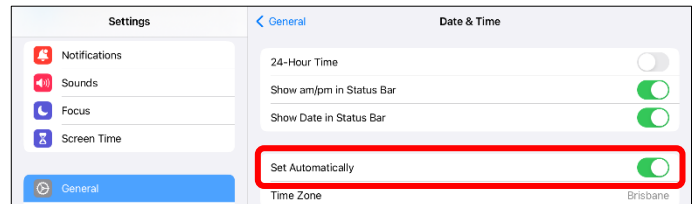
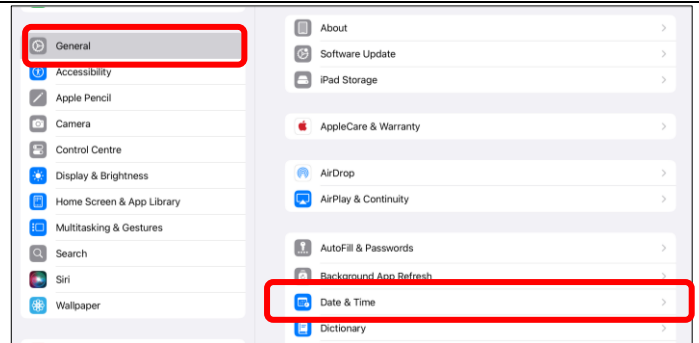




Step 6. Confirm that date and time are set Automatically

- In the *Settings* app
- **Tap** *General*
- **Tap** *Date & Time*

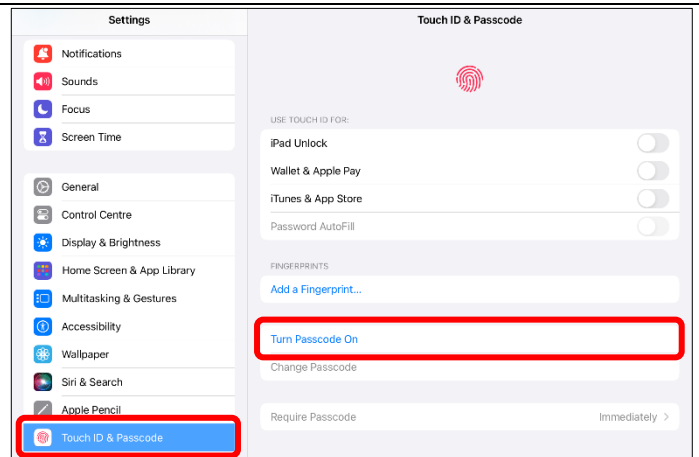
- **Tap** the slider to ensure *Set Automatically* is turned on



Step 7. Enable a Passcode

This can be set during the initial set-up process if using a new iPad.

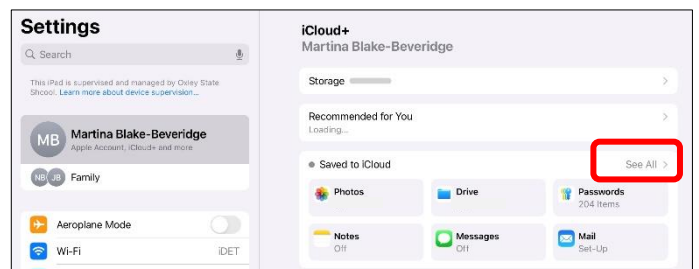
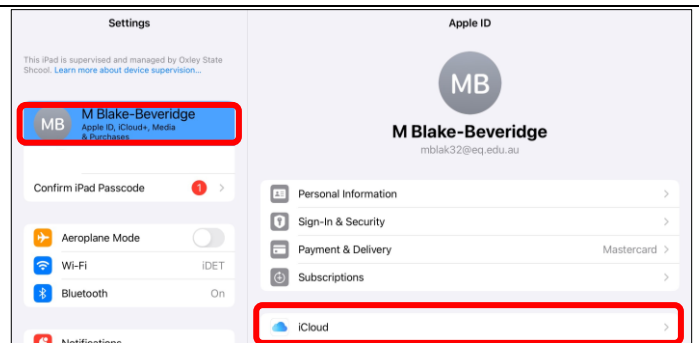
- Alternatively, in the *Settings* app
 - **Tap** *Touch ID & Passcode*
 - **Tap** *Turn Passcode On*
- Note:** Set a combination that cannot easily be guessed. Write down and store this somewhere securely at home.



Step 8. Disable iCloud Photos

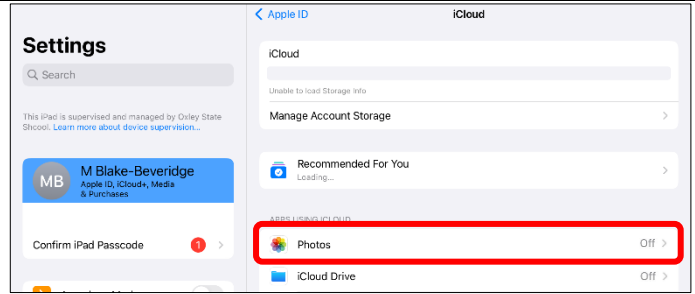
- In the *Settings* app
- **Tap** on the name of the user in the top left of the *Settings* app
- **Tap** *iCloud*

- Under *Saved to iCloud*, **Tap** *See All*

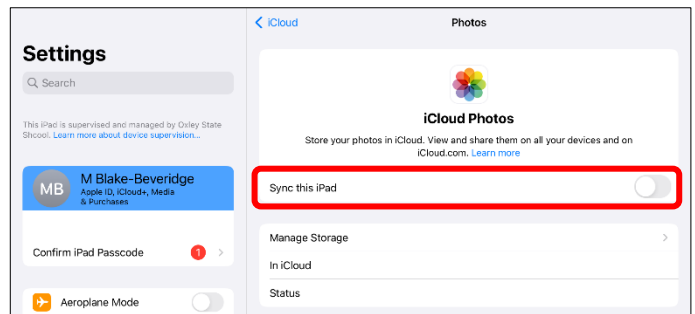




- Tap *Photos*

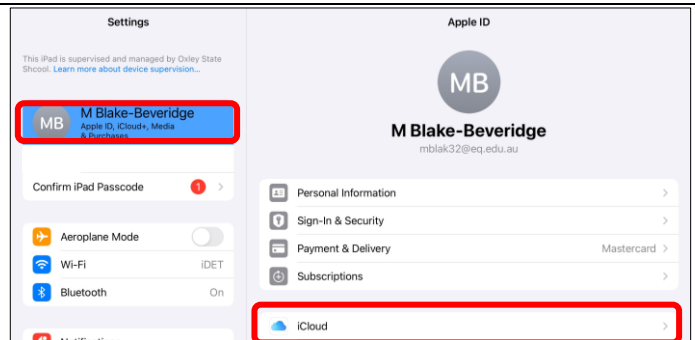


- Ensure the *Sync this iPad* slider is switched off

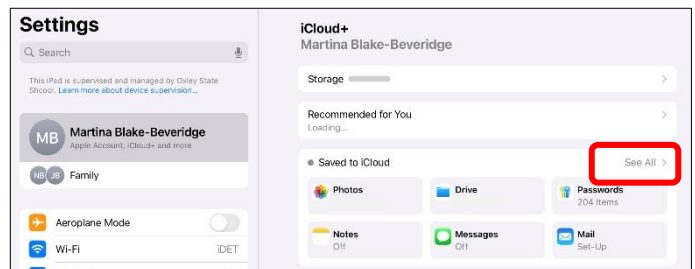


Step 9. Disable saving to iCloud

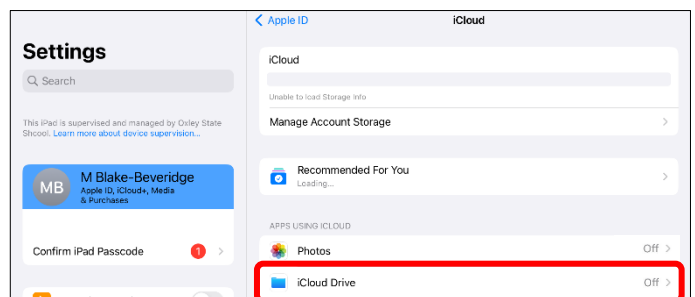
- In the *Settings* app
- Tap on the name of the user in the top left of the *Settings* app
- Tap *iCloud*



- Under *Saved to iCloud*, Tap *See All*

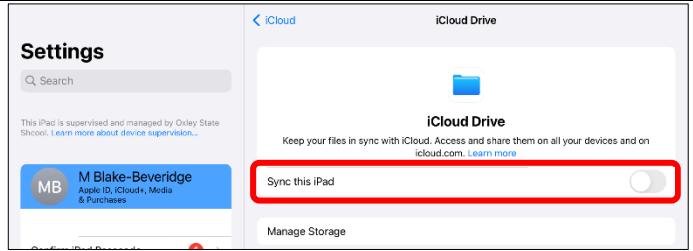


- Tap *iCloud Drive*



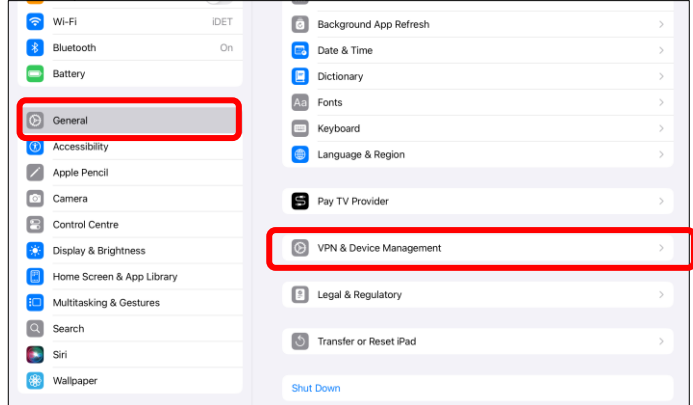


- Ensure the *Sync this iPad* slider is switched off



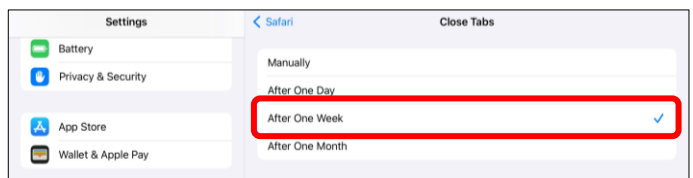
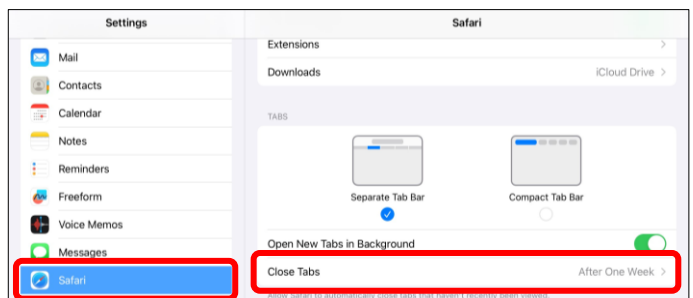
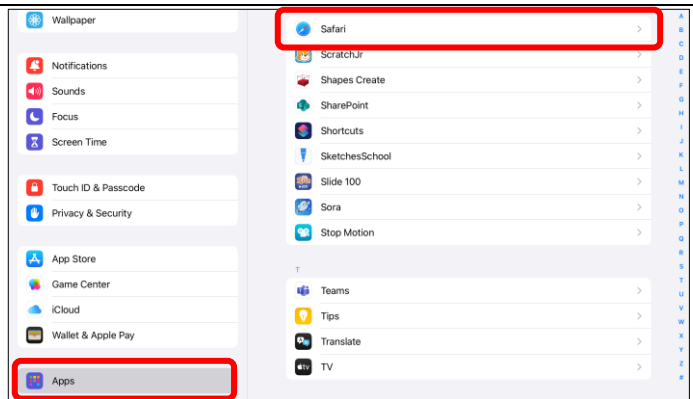
Step 10. Disable Virtual Private Networks

- In the *Settings* app
- Tap *General*
- Tap *VPN & Device Management*
- Remove any VPN's



Step 11. Set Safari to close tabs after One Week

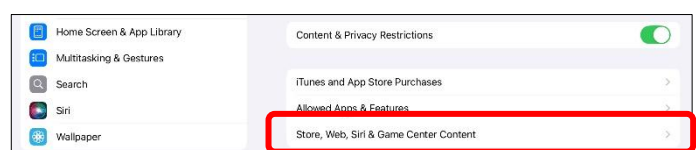
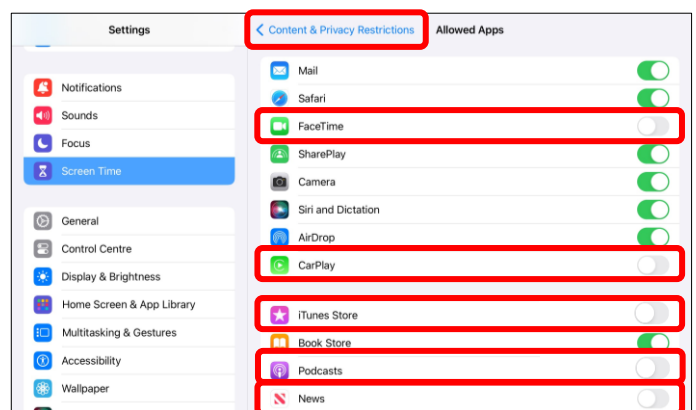
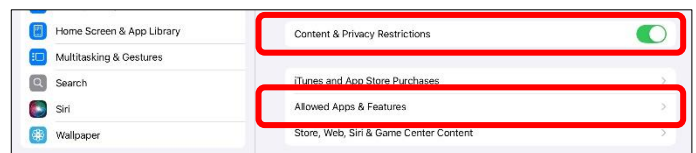
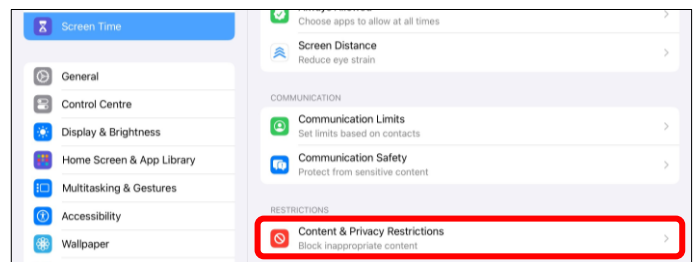
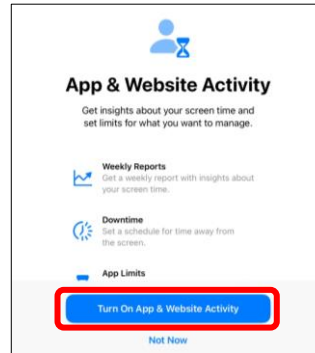
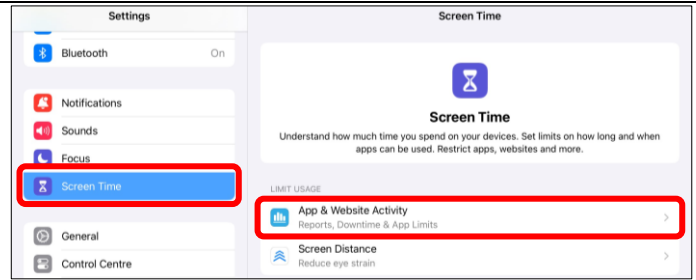
- In the *Settings* app
- Tap *Apps*
- Tap *Safari*
- Tap *Close Tabs*
- Tap *After One Week*





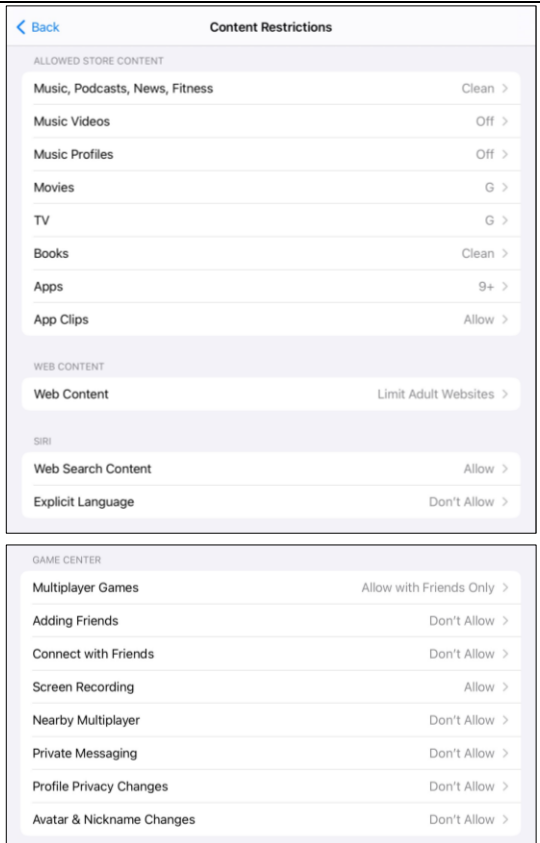
Step 12. Enable Content Restrictions

- In the *Settings* app
- Tap *Screen Time*
- Tap *App & Website Activity*
- Tap *Turn on App & Website Activity*
- Tap *Content & Privacy Restrictions*
- Tap the slider to turn on *Content & Privacy Restrictions*
- Tap *Allowed Apps & Features*
- Turn off *FaceTime*, *CarPlay*, *iTunes Store*, *Podcasts* and *News*
- Tap the back arrow at the top of the screen, once
- Tap *Store, Web, Siri & Game Center Content*





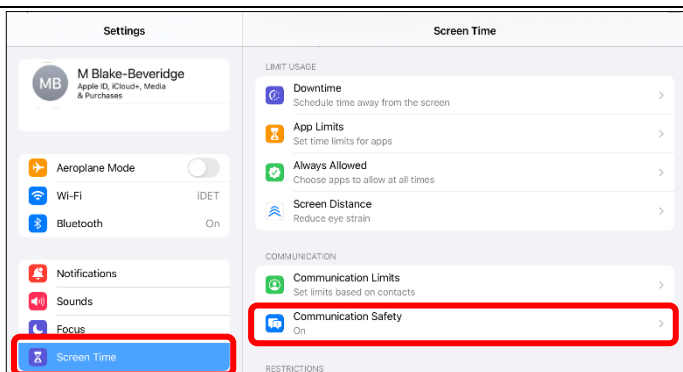
- **Set content restrictions to match the image on the right**
Note: Set the Apps age to the legal age of the student



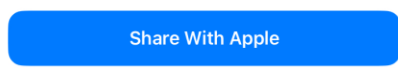
Note: Please do not set ScreenTime limits for school apps. You may set limits for home apps. For further information, see Step 19.

Step 13. Turn on Communication Safety

- In the *Settings* app
- **Tap Screen Time**
- **Tap Communication Safety**
- **Tap Continue**
- **Tap Share/ Don't Share**, depending on your preference



Not Now



Don't Share

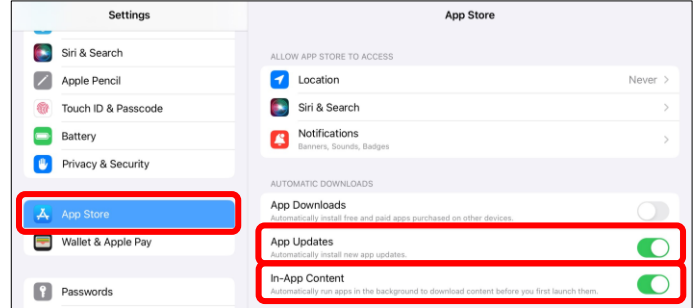
- **Turn on Communication Safety**





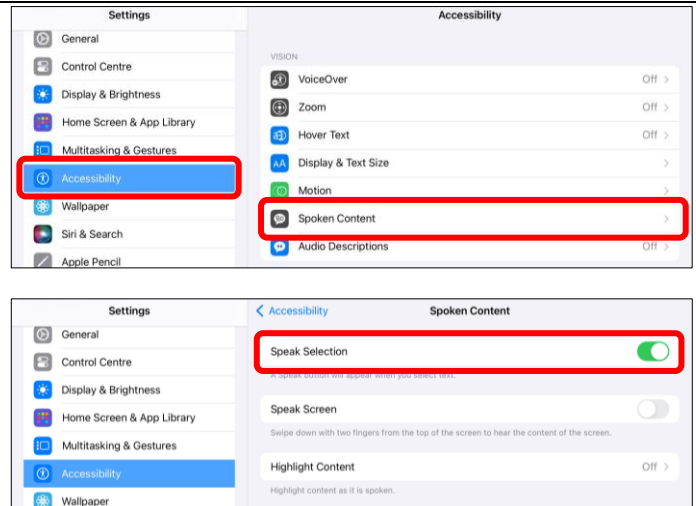
Step 14. Enable Automatic Updates

- In the *Settings* app
- Tap *App Store*
- Turn on *App Updates and In-App Content*



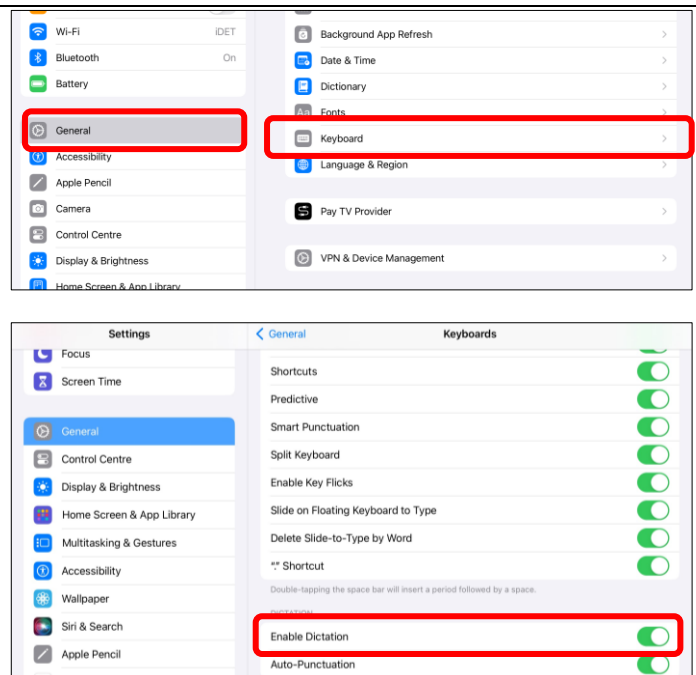
Step 15. Enable Speak Selection

- In the *Settings* app
- Tap *Accessibility*
- Tap *Spoken Content*
- Turn the slider on for *Speak Selection*



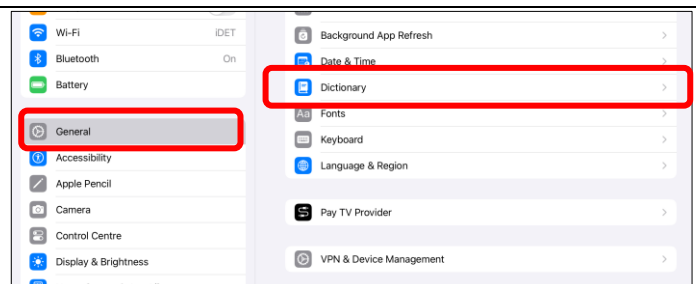
Step 16. Enable Dictation

- In the *Settings* app
- Tap *General*
- Tap *Keyboard*
- Turn the slider on for *Enable Dictation*



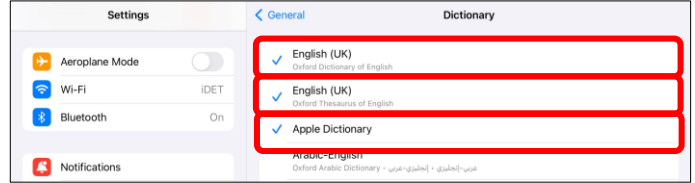
Step 17. Enable Dictionary and Thesaurus

- In the *Settings* app
- Tap *General*
- Tap *Dictionary*





- **Tap** *English (UK) Dictionary, English (UK) Thesaurus and Apple Dictionary*

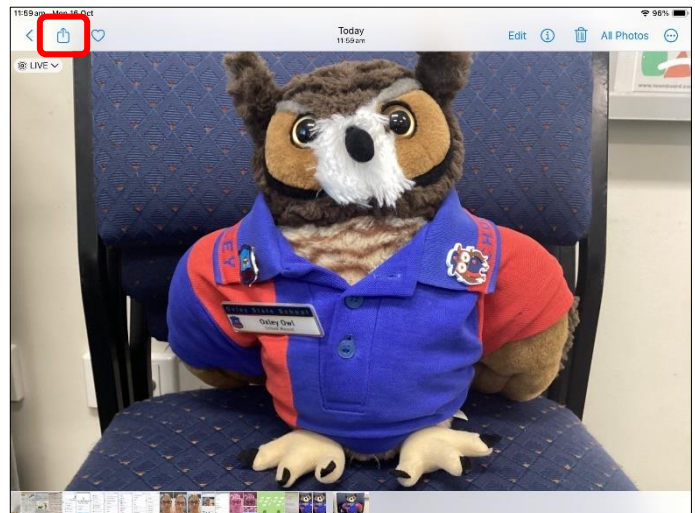


Step 18. Set a photo of the student as the lock screen

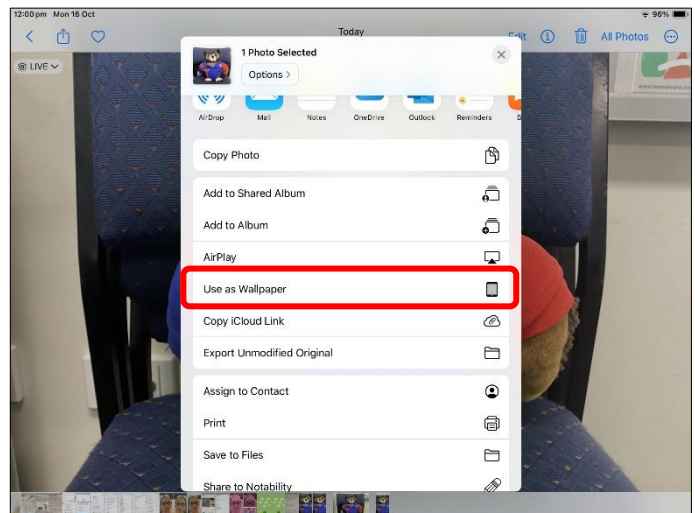
- **Open** the *Camera* app
- **Take** a photo of the student



- **Open** the *Photo Library*
- **Tap** on the photo
- **Tap** the *Share Sheet* (this icon is located at the bottom of the screen in IOS18)

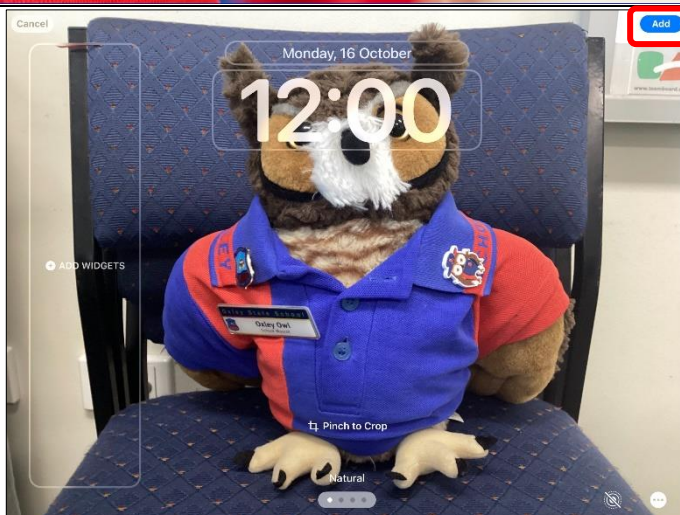


- **Scroll** down and tap *Use as Wallpaper*

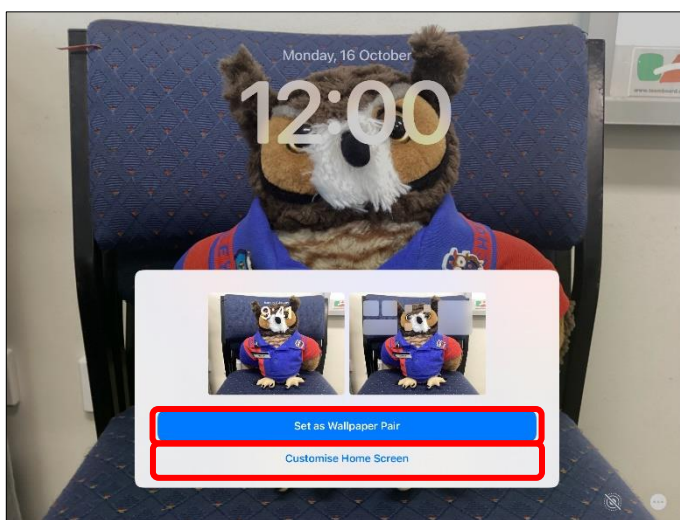




- Tap Add



- Tap Set as Wallpaper Pair or Customise Home Screen



Step 19. Organising app screens

At the end of the school year, students' EQ usernames and passwords will be sent home to families. These will be required to download the apps required for school, via Microsoft Intune. Please consult the **Intune User Guide** for information on this process. After apps have been installed, we request families arrange school and home apps as outlined below:

- **All school apps are to appear on the first page on the iPad. Home apps may appear on subsequent pages only.** Please limit the number of home apps on the iPad and consider adding app limits to home apps. *Settings > Screen Time > Turn On App and Website Activity > App Limits > Add Limit > Select Category > Tap app name > Next > Customise Days > Set 1 minute for weekdays and your preference for weekends.*
- Consult Page 7 of the **BYO iPad Parent Handbook** for information on how to sort apps into different folders e.g., Apple, Microsoft, Maths, English, Coding, Creating and Other folders. For support on how to create folders visit <https://support.apple.com/en-us/HT200290>.

If further support is required after reading and following the instructions outlined in the iPad Program documentation, technical support sessions will be available in the week prior to the commencement of school in January 2024. Please contact ict@oxleyss.eq.edu.au to book an appointment and for all other queries.