

Onboarding Checklist

Please present this completed form to the classroom teacher to participate.

Required Onboarding Tasks: <i>These are tasks that must be completed before bringing your iPad to school</i>	Completed? (Please Tick)
1 Before you Start Check that your child's iPad is an iPad (10 th Gen), iPad Air 11-in, or iPad Pro 11-in. It is recommended that an iPad be factory reset if it has been used prior to being used in BYOD. Additionally remove any SIM cards or eSIM from the device if this is installed.	
2 Create a student Apple ID The easiest way to do this is through Create an Apple ID for your child - Apple.com . Please do not setup the iPad with a shared parent Apple ID as information saved to a parent's iCloud will be synced to the device. We advise that you do not tell your child the Apple ID/Password. Correctly creating your child's own Apple ID will ensure that they are only accessing age-appropriate apps and content in the App Store and Safari. You will also be able to purchase/approve installation of non-school apps for their iPad without having to be on their iPad. For more information, go to Family Sharing - Apple.com	
3 Name your Child's iPad and Accessories Digitally name your child's iPad in Settings > General > About > Name, and physically label or engrave their iPad and all accessories.	
4 Add a Lock Screen Passcode iPads must have a lock screen passcode. Use TouchID or FaceID. A 6 Digit passcode is required. Set a passcode on iPad - Apple.com	
5 Set your iPad language to English Go to Settings > General > Language & Region > iPad Language	
6 Download Intune Company Portal App Downloading Intune Company Portal is all that's required. If you/your child know their MIS ID, EQ Email, and Password, you can follow this guide to setup Intune Company Portal: iOS enrolment video - Youtube.com . Company portal provides access to the school's secure network and app list that students will use at school. <i>For new enrolments: Signing in may not be possible until after your student has attended class and their account has been created. Please download Intune Company Portal and let the teacher know you haven't fully completed this step.</i>	
Your iPad is now ready to be brought to school! Additional installation of apps is not required at this time as they will be downloaded via the Intune Company Portal app at the direction of your child's classroom teacher.	

On the following page are extra steps we recommend you complete to help your child stay on task during school hours, or to help keep them safer at home.

Please remember that none of the below settings are a substitute for parental supervision, and the best way to keep kids safe online is to be active and present with them when using technology.

Recommended Onboarding Tasks: These are tasks/settings we recommend you complete before bringing your device to school		Completed? (Please Tick)
1 Organise Apps Place Company Portal on a new page. School apps should automatically download here as well.		
2 Setup a New School Focus Go to Settings > Focus. 1. Create a new Focus and name it School: Student Name Class. 2. Notifications should be set to: People – None Allowed and Apps – None Allowed 3. Customise Screens should be set to the school apps page created above. 4. Set a schedule for Monday to Friday 8:00am to 3:00pm. <i>With these settings, the iPad will be ready for learning on School Days. The lock screen will display the student's name and class (in case it gets misplaced), the only apps showing will be school apps.</i> How to use Focus on your iPhone (Works for iPads) Apple Support - YouTube		
3 Enable – Dictation and Predictive Text Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive		
4 Enable - Dictionary Go to Settings > General > Dictionary > English (UK)		
5 Enable - Multitasking Gestures Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)		
6 Enable - Speak Selection Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)		
7 Set up Content and Privacy Restrictions Go to Settings> Screen Time> Content & Privacy Restrictions> (slide to green = on) Web Content> Limit Adult Websites (tick) This keeps internet searches safer at home, as the school internet filters for safe content. Continue adjusting restrictions as you choose.		

Teacher Checklist:

ACTIVITY	Completed? (Please Tick)
Student Participation Agreement Signed and Returned	
iPad is Connected to WiFi	
No Cellular Data Enabled - Check this by turning WiFi off and seeing if  appears in the top right corner.	
Third Party Online Consent Received – Check through Consent Manager. If consent has not been received, please follow up with parents.	