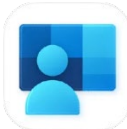


## Onboarding Checklist 2026

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)
<b>1 Before you Start:</b> Check that your child's iPad is an iPad (10 <sup>th</sup> 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.	
<b>2 Create a student Apple ID:</b> The easiest way to do this is through <a href="#">Create an Apple ID for your child - Apple.com</a> . 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 <a href="#">Family Sharing - Apple.com</a>	
<b>3 Name your Child's iPad and Accessories:</b> Digitally name your child's iPad in Settings >General > About > Name, and physically label or engrave their iPad and all accessories.	
<b>4 Add a Lock Screen Passcode:</b> iPads must have a lock screen passcode. Use TouchID or FaceID. <b>A 6 Digit passcode is required.</b> <a href="#">Set a passcode on iPad - Apple.com</a>	
<b>5 Set your iPad language to English:</b> Go to Settings > General > Language & Region > iPad Language	
<b>6 Download Intune Company Portal App:</b> Sign in by entering your child's EQ email, MIS ID and password. Follow this DoE how to guide: <a href="#">iOS enrolment video - Youtube.com</a> . Company portal provides access to the school's secure network and app list that students will use at school. <div style="text-align: center;">  </div> <p style="text-align: center;"> <a href="https://apps.apple.com/au/app/intune-company-portal/id719171358">https://apps.apple.com/au/app/intune-company-portal/id719171358</a>  <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> </p>	
<p>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.</p>	

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.

<b>Recommended Onboarding Tasks:</b> These are tasks/settings we recommend you complete before bringing your device to school	<b>Completed?</b> (Please Tick)
<p><b>1 Organise Apps and setup School Focus</b>            Drag all school apps so they sit on their own page without any personal apps or games. Then go to Settings &gt; Focus. Name the focus something like “School: Student Name Class” as this appears on the lock screen during school hours.</p> <p>Setup a New School Focus by following this guide: <a href="#">How to use Focus on your iPhone (Works for iPads)   Apple Support - YouTube</a></p> <p>Notifications should be set to: People – None Allowed and Apps – None Allowed            Customise Screens should be set to the above created school apps page. No games or personal app pages should be selected.</p> <p>Set a schedule should be set for Monday to Friday 8:00am to 3:00pm.</p>	
<p><b>2 Enable – Dictation and Predictive Text</b>            Go to Settings &gt; General &gt; Keyboards &gt; Enable Dictation</p> <p>Go to Settings &gt; General &gt; Keyboards &gt; Predictive</p>	
<p><b>3 Enable - Dictionary</b>            Go to Settings &gt; General &gt; Dictionary &gt; English (UK)</p>	
<p><b>4 Enable - Multitasking Gestures</b>            Go to Settings &gt; Home Screen &amp; Dock &gt; Multitasking and Gestures (select each function to green)</p>	
<p><b>5 Enable - Speak Selection</b>            Go to Settings &gt; Accessibility &gt; Spoken Content &gt; Speak Selection (Slide to green = on)</p>	
<p><b>6 Set up Content and Privacy Restrictions</b>            Go to Settings&gt; Screen Time&gt; Content &amp; Privacy Restrictions&gt; (slide to green = on)</p> <p>Web Content&gt; Limit Adult Websites (tick)</p> <p><a href="#">This keeps internet searches safer at home, as the school internet filters for safe content.</a></p> <p>Continue adjusting restrictions as you choose.</p>	

**Teacher Checklist:**

<b>ACTIVITY</b>	<b>Completed?</b> (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.	