



**SALISBURY  
STATE  
SCHOOL**

Nothing but the best

## Salisbury State School iPad Setup Guide iOS 17.0 + New iPad Setup Process

### Prepare for setup

To make setup as smooth as possible, have the following items available:

- An internet connection through a Wi-Fi network (you may need the name and password of the network) or cellular data service through a carrier (Wi-Fi + Cellular models)
- Your **child's** Apple ID and password; if you don't have an Apple ID, you can create one during setup
- Your credit or debit card account information, (used to authenticate App store)
- Your previous iPad or a backup of your device, if you're transferring your data to your new device

Tip: If you don't have sufficient storage to back up your device, iCloud will grant you as much as you need to complete a temporary backup, free of charge, for up to three weeks from the purchase of your iPad. On your previous device, go to Settings > General > Reset > Transfer or Reset [device]. Tap "Get Started", then follow the onscreen instructions.

### Turn on and set up your iPad


1. Press and hold the device's power button until the Apple logo appears.

Tip: If the iPad doesn't turn on, you might need to charge the battery. For more help, see the Apple Support article ["If your iPad won't turn on or is frozen"](#).


2. Tap Set Up "Manually", then follow the onscreen setup instructions.

### Connect iPad to a Wi-Fi network



1. Go to Settings  > Wi-Fi, then turn on Wi-Fi.
2. Tap one of the following:
  - *A network*: Enter the password, if required.
  - *Other*: Joins a hidden network. Enter the name of the hidden network, security type, and password.



If  appears at the top of the screen, the iPad is connected to a Wi-Fi network. (To verify this, open Safari to view a webpage.) The iPad will reconnect when you return to the same location.

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19 Cripps Street Salisbury  
t: (07) 3717 4888

PO Box 2030 Salisbury East Q 4017  
e: admin@salisburyss.eq.edu.au

w: www.salisburyss.eq.edu.au




## Existing iPad Setup Process

**For your personal privacy and to protect your child online, iPads not setup with this process will be returned home for rectification.**

### 1. Check if the iPad is capable of running iPad OS 16


iPad Air 2, iPad Air (Gen 1), iPad Mini 2 and 3 will not be able to take this upgrade. Refer to Apple Support to find out which iPad model your child has: <http://apple.co/2qXVG6P>

Ensure your child's iPad is updated to the latest iOS.

Settings  > General > Software Update

### 2. Renaming the device


Name your child's iPad with their name and class. Eg. John C Prep A

Settings  > General > About > Name

Also, write your child's name on the outside of the case.

### 3. Add a Lock Screen Passcode


All BYOD iPads must have a lock screen passcode. Students must tell their teacher the passcode for their iPad.

Settings  > Face ID & Passcode > Turn Passcode On

### 4. Add a Lock Screen Photo


Please add a photo of your child *in school uniform* to the "Lock Screen" of your child's iPad so it is easily identified if left unattended or it is lost.

Adding a photo to the Lock Screen.


1. Take a photo of your child using the Camera App.
2. Tap the "Settings"  icon on your iPad's Home screen to launch the Settings app.
3. Tap "Wallpaper" and then tap "Choose a new wallpaper."
4. Select "Camera Roll" and select the photo of your child
5. Select "Select Set Lock Screen"
6. Close the Settings App.

### 5. Enable - AirDrop

Students will use AirDrop in class to send and receive work.

Settings  > General > AirDrop > Everyone

### 6. Disable - Offload Unused Apps


Settings  > App Store > Offload Unused Apps (slide to grey = off)

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### 7. Disable - iCloud Photos

iCloud cannot be used in Education Queensland.

Settings  > Photos > iCloud Photos (slide to grey = off)


### 8. Enable - Speak Selection

This supports students by allowing the device to read words aloud that they may not know.

Settings  > Accessibility > Spoken Content > Speak Selection (slide to green = on), Speak Screen (slide to green = on), Speech Controller (on).


### 9. Turn off - Background App Refresh

This feature allows the iPad to continue working on Apps in the background, but this slows down the device. We find it best to turn off the feature for the best efficiency.


Settings  > General > Background App Refresh (Slide to grey = off)

### 10. Enable - All Keyboards and Dictation

This allows children to access features that help them type with ease.


Settings  > General > Keyboards > Enable All Keyboard options (side to green = on), Enable Dictation (side to green = on), Enable Predictive (side to green = on).

### 11. Set your iPad language to English

Settings  > General > Language & Region > iPad Language – English

### 12. Enable - Dictionary

This allows the built-in dictionary to give the definitions of words.

Settings  > General > Dictionary > English (UK)

### 13. Disable - In-App Ratings & Reviews

Settings  > App Store > Disable In-App Ratings & Reviews (slide to grey = off)

**14. Set up Family Sharing** – This must be completed to setup your child with an Apple ID. iPads with Apple Parent IDs will be sent home to protect your privacy.

### **Family Sharing is the best way you can set up your child's iPad correctly with an Apple ID for your child.**

This will ensure they are only accessing age-appropriate Apps and content in Safari. Family Sharing allows for up to six people in your family to share each other's Books and App Store purchases without sharing accounts. Parents are automatically prompted to approve or decline any purchases children make (free or paid) straight from their own device.

Family Sharing Setup Guide - <https://support.apple.com/en-au/HT201088>

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19 Cripps Street Salisbury  
t: (07) 3717 4888

PO Box 2030 Salisbury East Q 4107  
e: admin@salisburyss.eq.edu.au

w: www.salisburyss.eq.edu.au



**It is mandatory that your child's iPad is set up using your child's own Apple ID. Please do not establish the iPad with a shared parent Apple ID.**

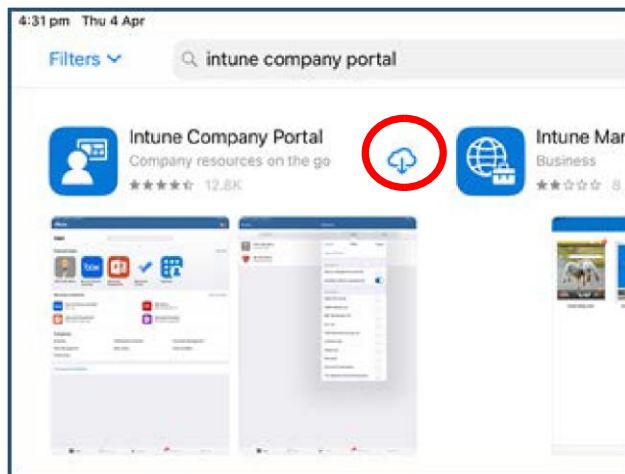
## 15. Enrolling your Student iPad into Intune

These instructions will show you how to enrol a BYO iPad device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the **email address** and **password** that has been supplied to you by the school. **If you do not have this information, you will not be able to successfully complete the installation.** This information will be provided by the school before the end of each year.

### How to Install Intune

#### Step 1

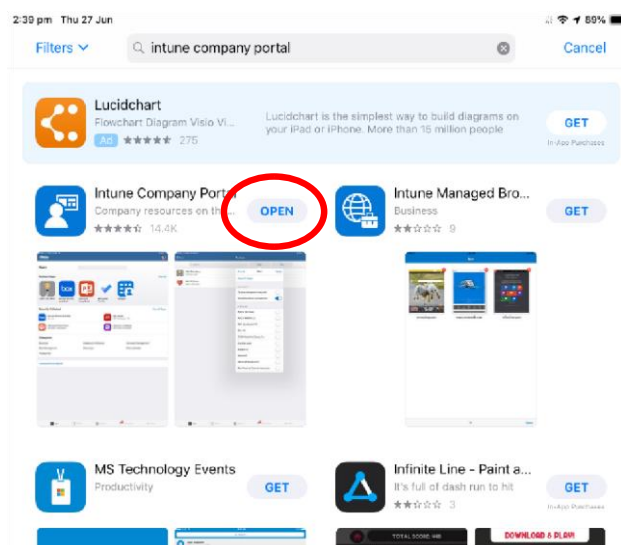


To Start, connect to the internet, tap the App Store icon and search for "Intune".

Then tap on Get or



#### Step 2



Please tap on the **Open** button to open the Company Portal App (Once downloaded)

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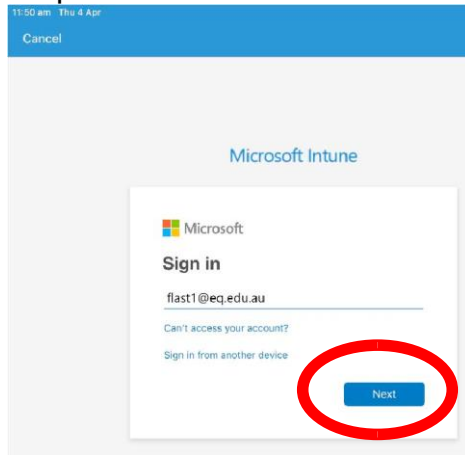
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e: admin@salisburyss.eq.edu.au

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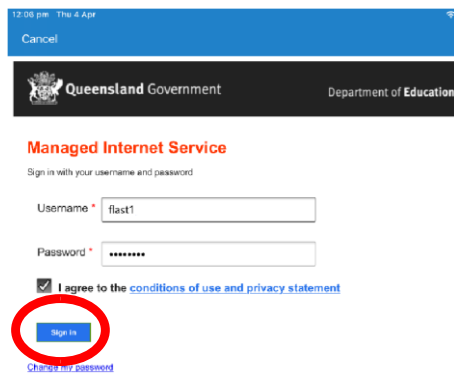


### Step 3



Sign into Intune with the @eq.edu.au email address you were supplied by the school and tap **Next** to continue

### Step 4



You should see the username appear in the username field. Then enter the school password you were supplied and accept the terms and conditions.

Then please tap **Sign in**.

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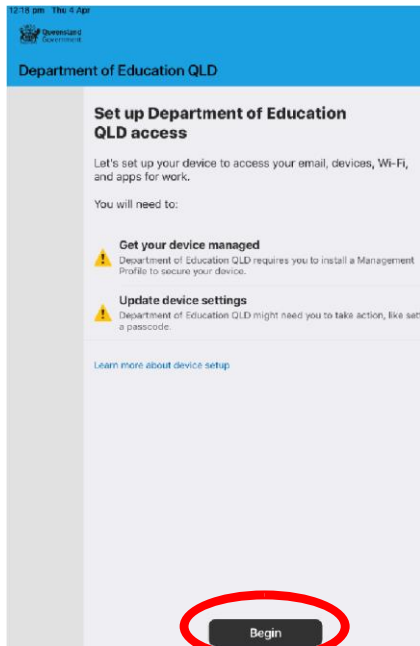
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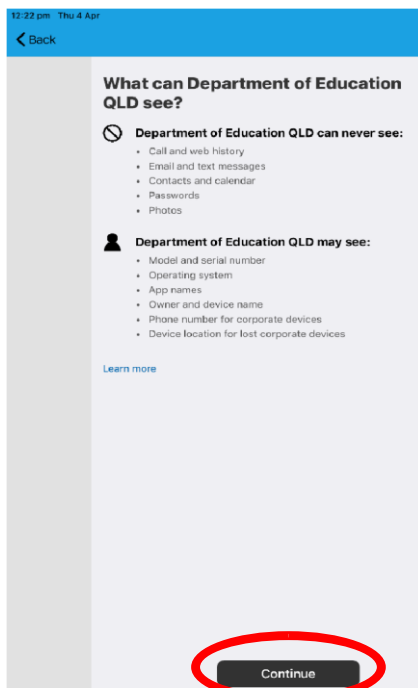


## Step 5



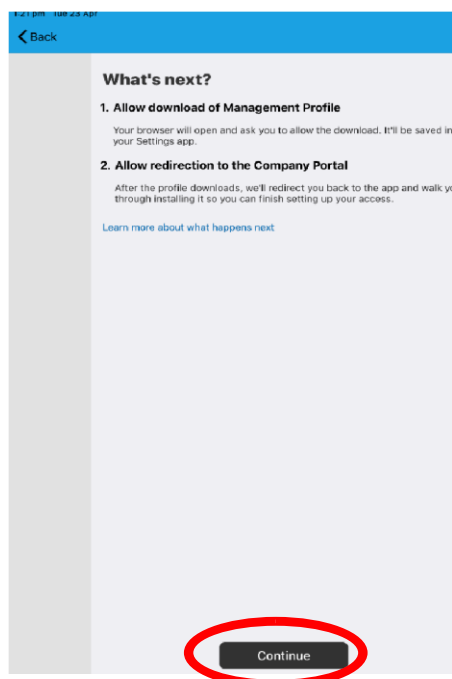
Next, we will setup the Intune Company Portal App.  
Please tap **Begin**

## Step 6



This explains what the school IT Administrators can and cannot see on your iPad. Please tap **Continue**.

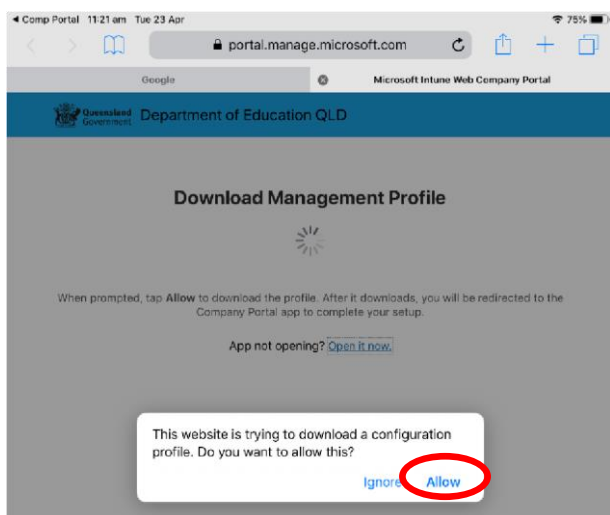
## Step 7



This screen outlines further steps.

Please tap **Continue** to continue the setup

## Step 8



Tap **Allow** to download the Intune profile.

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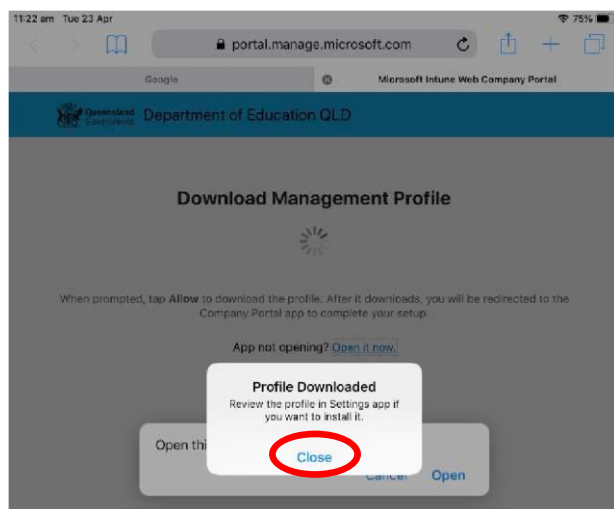
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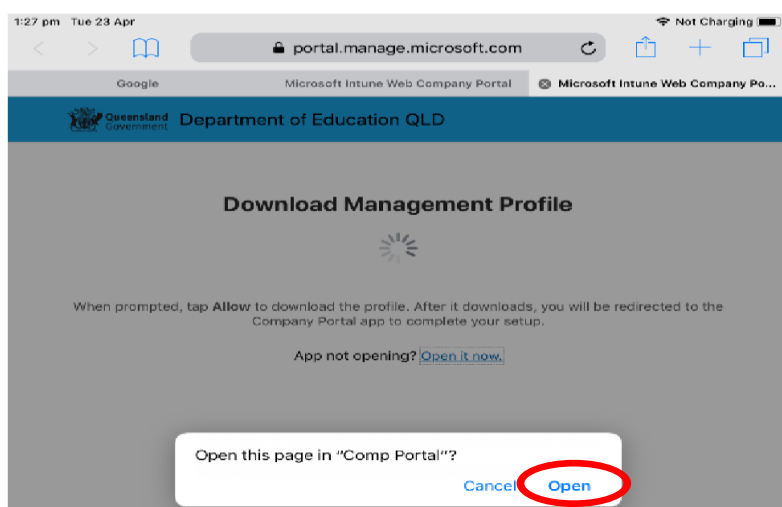


## Step 9



Your Intune profile has now been downloaded and can be closed. Please tap **Close**.

## Step 10



Please tap **Open**.

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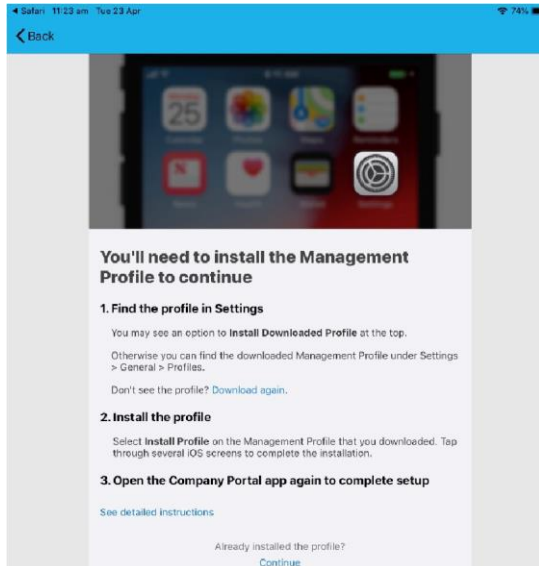
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## Step 11



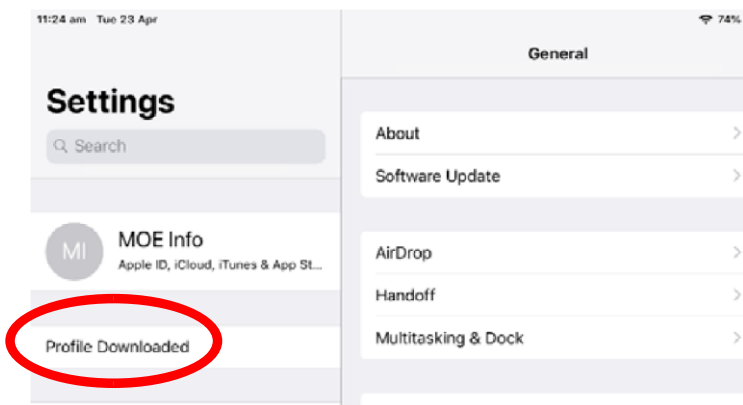
Press the Home Button on the physical iPad to minimise this window

## Step 12



Please open your Settings by tapping on the Settings App on your iPad home screen.

## Step 13



On the Settings screen, please tap the **Profile Downloaded** button.

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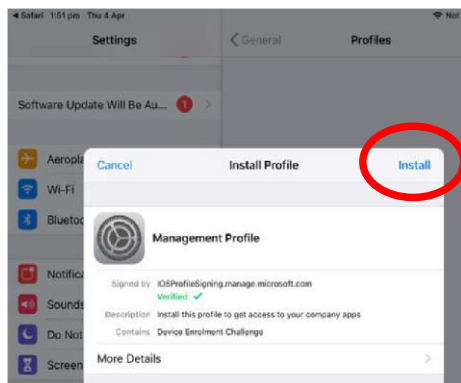
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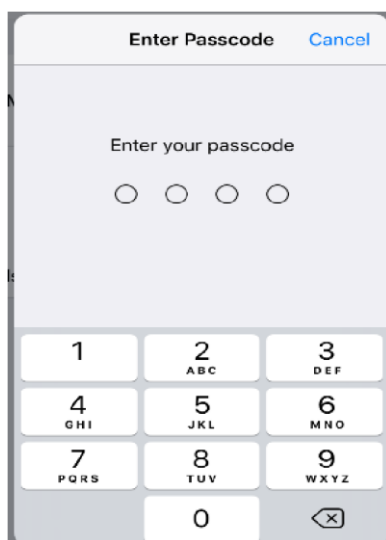


## Step 14

Then, please tap **Install** on the install profile screen.

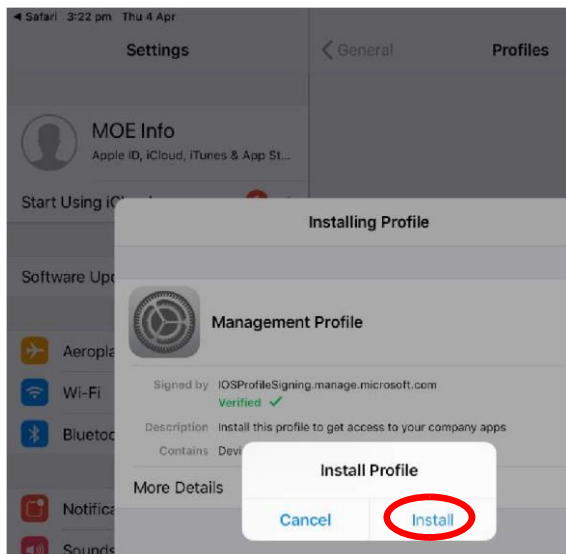


## Step 15



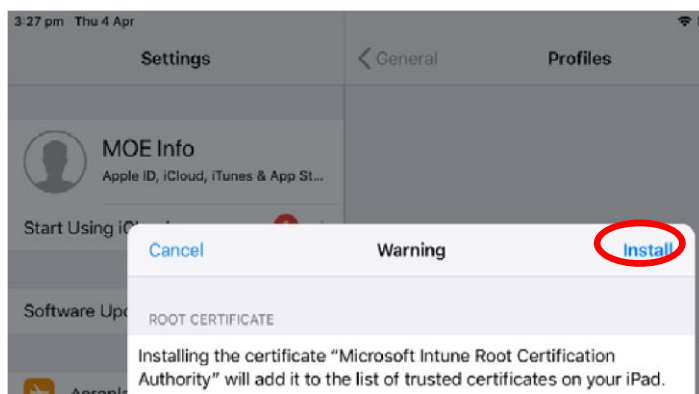
If prompted, enter your iPad passcode.

## Step 16



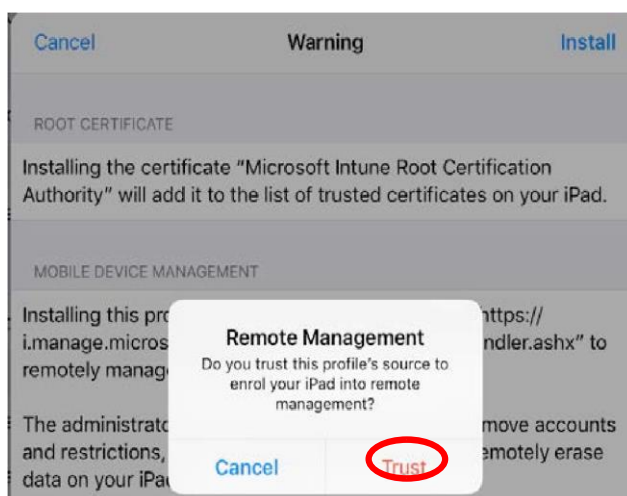
Please tap **Install** on the Install Profile

## Step 17



When you see a warning displayed, please tap **Install** to continue with the installation.

## Step 18



If you are prompted to enrol into remote management, please tap **Trust**. This will start installing the profile. At any time after this point, where you have enrolled, you may see this screen requesting you to enter your school password. Please enter this and tap **OK**. You can then continue the installation at whatever stage you were before the screen appeared.

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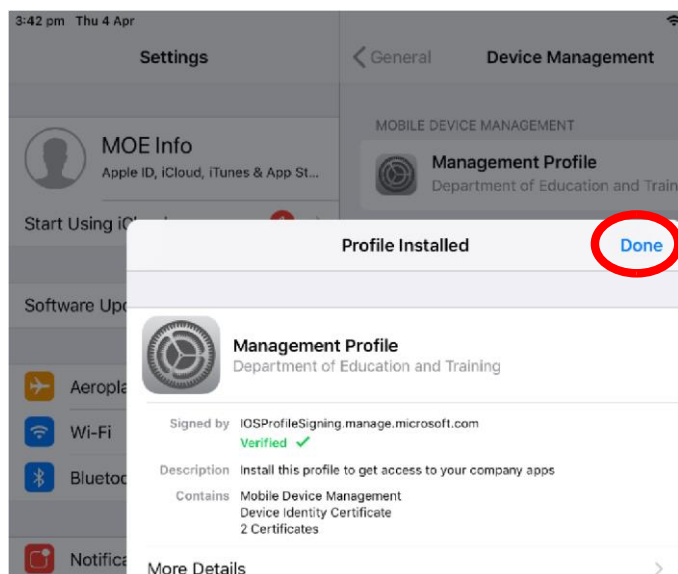
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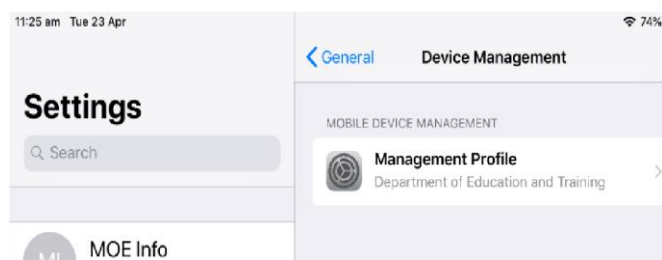
## Step 19



When this screen changes to show the profile has finished installing, tap **Done**.

An “Enrolling device” message will then appear.

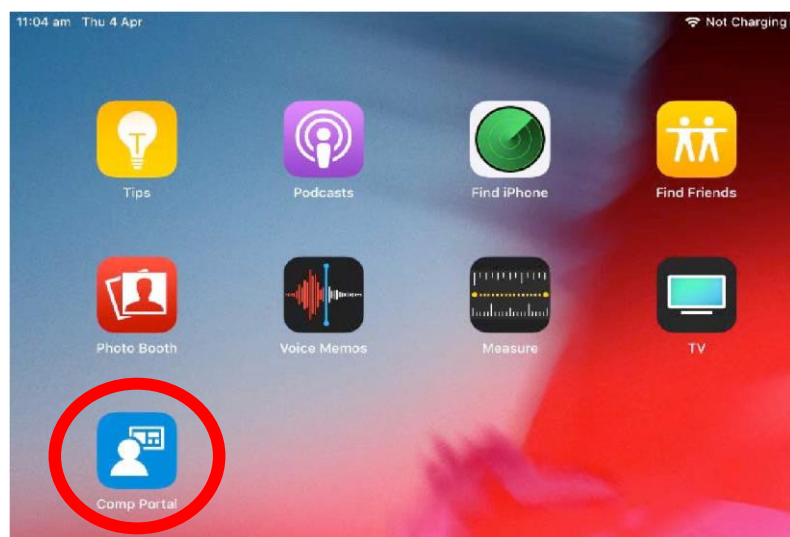
## Step 20



Your settings page will be displayed and you will see the Department of Education management Profile has been installed.

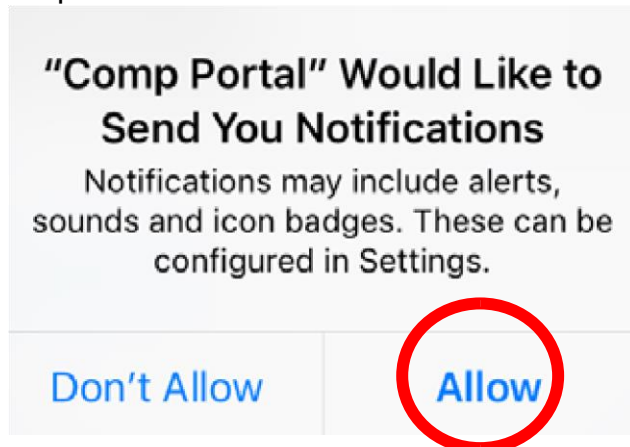
Please press the physical iPad home button to minimise the settings window.

## Step 21



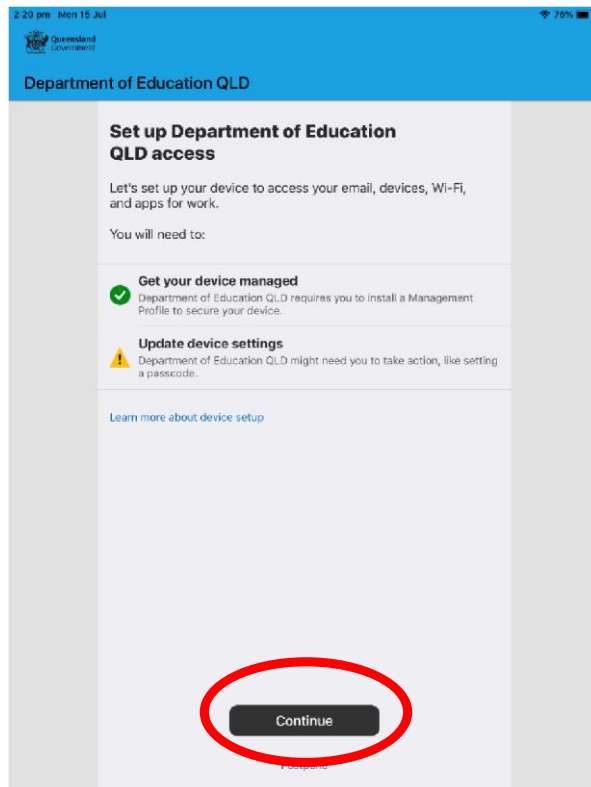
Tap **Comp Portal** icon to re-open the Company Portal App.

## Step 22



Tap **Allow** to give the Company Portal App permission to send notifications.

## Step 23



Your device is now managed through the Company Portal. Tap **Continue** to complete the setup.

A message explaining the Company Portal is confirming Device Settings may display.

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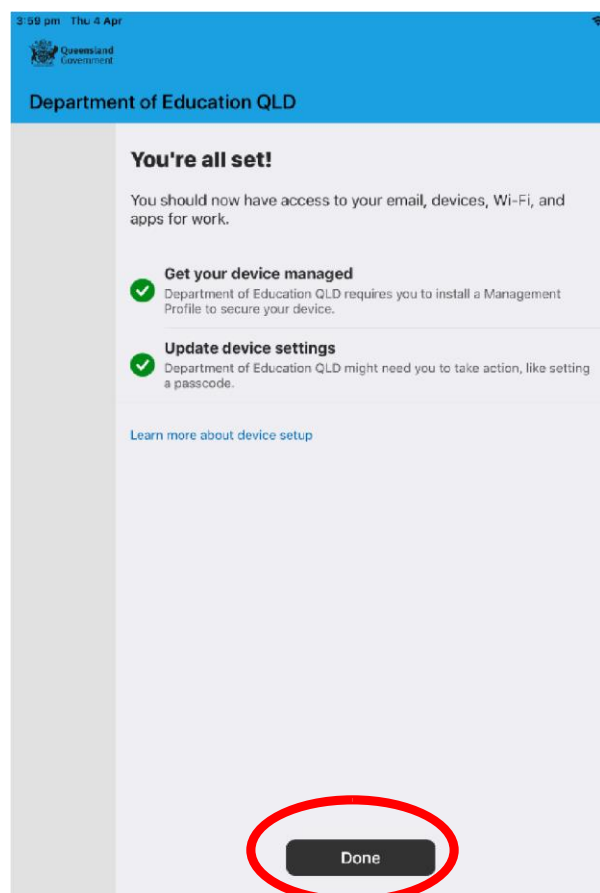
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t: (07) 3717 4888

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## Step 24



Intune is finished when there is a tick next to all the items listed. On this screen please tap **Done**.

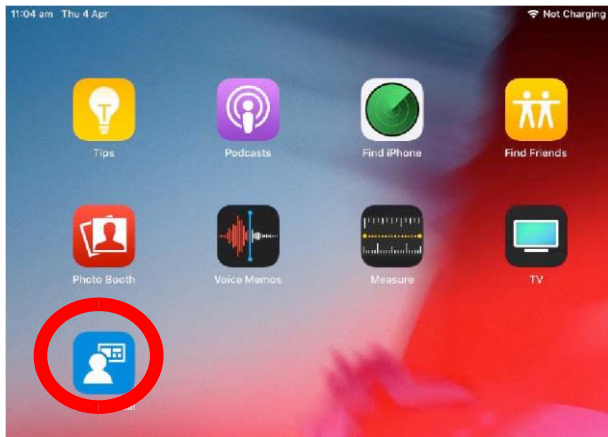
It may take up to 15 minutes to finish installing. You can use the iPad in the meantime, but please keep it connected to the internet.

After this finishes, installing the iPad is now ready for you to install the other apps needed for school.

Once Intune is installed on a device, it will not need to be installed again when downloading new school apps.

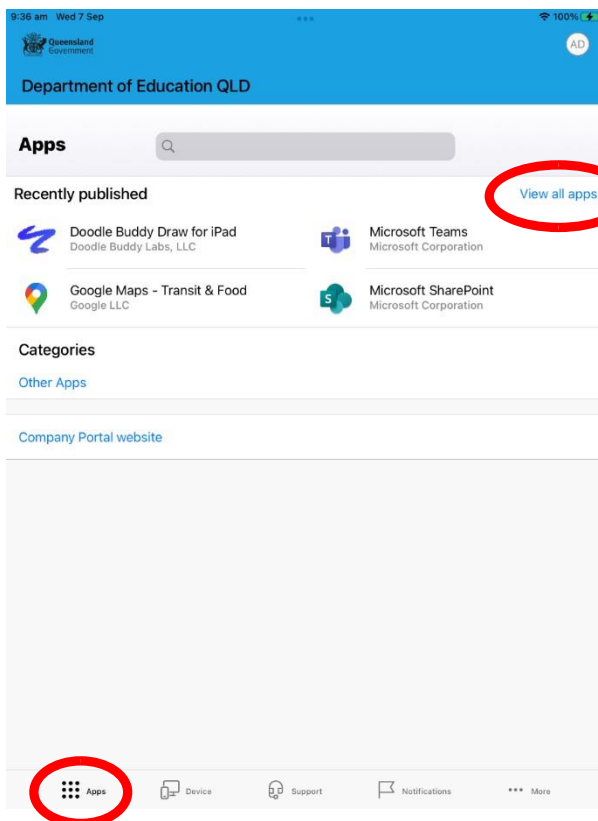
## 16. How to Install School Provided Apps (*Requires enrolment into Intune First*)

### Step 1



Tap on the Comp Portal icon to open the Company Portal App.

### Step 2



Tap on **Apps** down the bottom left

Tap **View All Apps** to display a full list of Required Apps that you will need to install.

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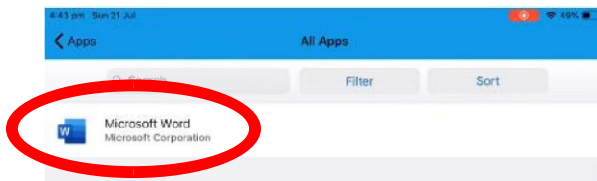
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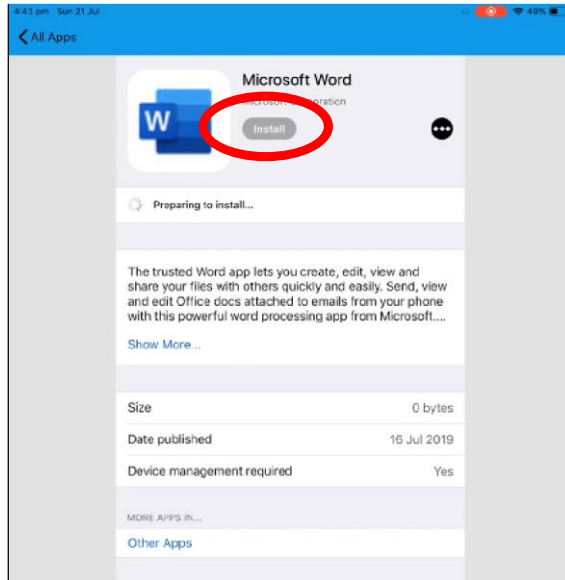
## Step 3



In this example, we will be downloading Microsoft Word.

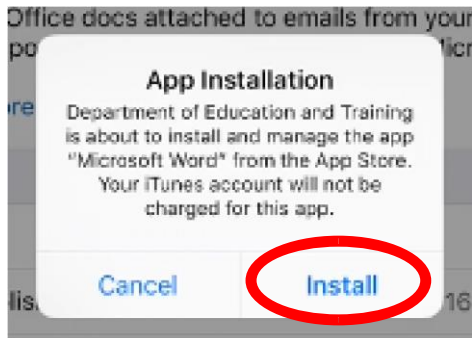
Tap the app you want to install

## Step 4



Information about the App will be displayed. Tap **Install**

## Step 5



A confirmation screen will be displayed after a minute or two. Tap **Install** again.

It may take some time to install the App. You can use the iPad in the meantime but please keep it connected to the internet.



## Step 6



Press the physical iPad Home button to minimise the Company Portal App, and see if your App is now available.

**Please repeat this process for ALL Apps that are available to you via the Company Portal.**

**You will only see the Apps required for your student's year level, so please make sure you install them ALL.**

## 17. Organise Apps

To assist students to navigate their iPad and find apps easily we will place them on different panels (screens). Please setup your child's iPad as outlined below.

### Panels

iPads have multiple screens or panels that can be navigated to by swiping left or right to assist students to access different apps easily.

### Panel 1 (swipe from left to right as far as possible)

#### 'Home Apps' Folder

Please place all entertainment apps / games in this folder. Students will not access their home apps folder at school. School apps must not be placed in folders for ease of access.

### Panel 2 (swipe from right to left once from Panel 1)

Please place the following apps on Panel 2:

- Clock
- Photos
- NAP Locked Browser
- QR Reader
- Google Earth
- Reminders
- Maps
- Calendar
- Adobe Acrobat Reader
- Voice Recorder
- Files



Please place the following apps in a folder named 'Utilities' on Panel 2

- Contacts
- Shortcuts
- Find My iPhone
- Tips
- Apple Books
- Magnifier
- Reminders

### **Panel 3 (swipe from right to left twice from Panel 1)**

Please place the following apps on Panel 3:

- Pages
- Popplet Lite
- iMovie
- Clips
- Keynote
- Microsoft Word
- Microsoft Teams
- Microsoft Powerpoint
- Microsoft OneNote
- Microsoft One Drive
- Notes
- Literacy Planet

### **Panel 4 (swipe from right to left three times from Panel 1)**

Please place the following apps on Panel 4:

- Prodigy
- Number line
- Number Frames
- 10 Frame Fill
- Geoboard
- Microsoft Excel
- Numbers
- Measure
- Calculator

### **Panel 5 (swipe from right to left four times from Panel 1)**

Please place the following apps on Panel 5:

- Bee Bot
- Swift Playgrounds
- Sphero Edu
- ScratchJr
- Scratch Tutorial Lite
- AR Makr
- Garage Band

