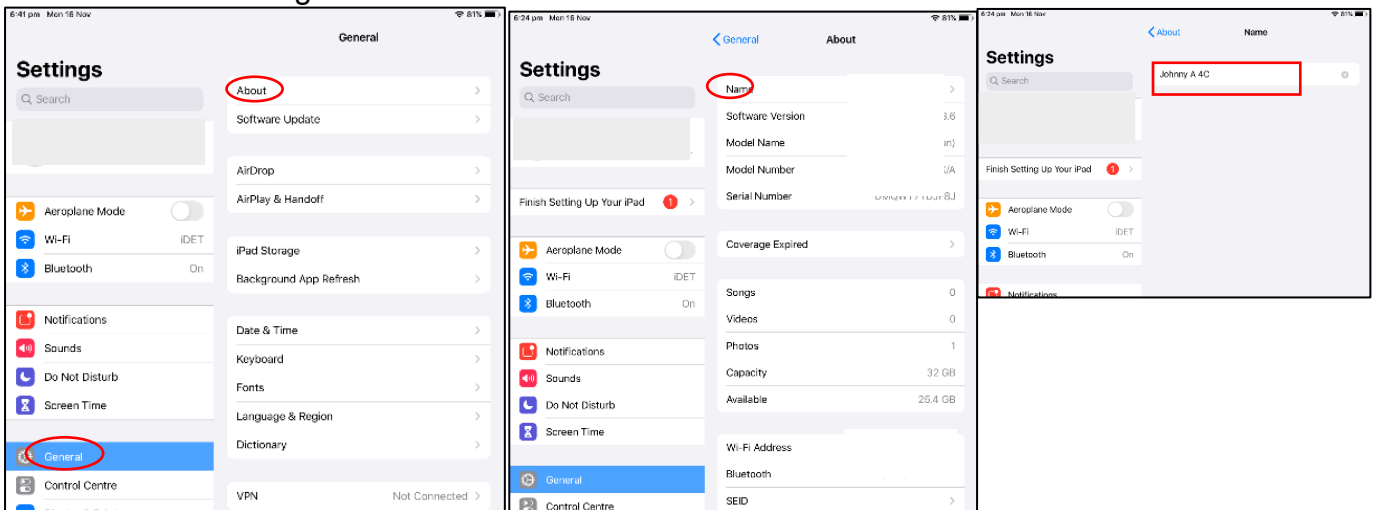# Setting up your child's iPad (General Settings)

This guide is the **<u>second step</u>** when setting up your child's iPad.

These are also the steps we run through with your children in school in Year 3 during initial setup.
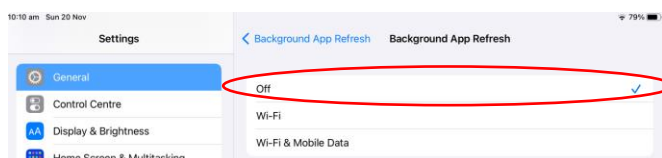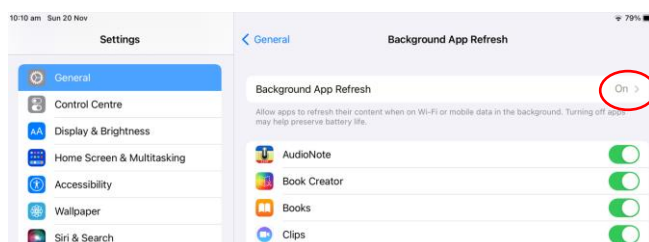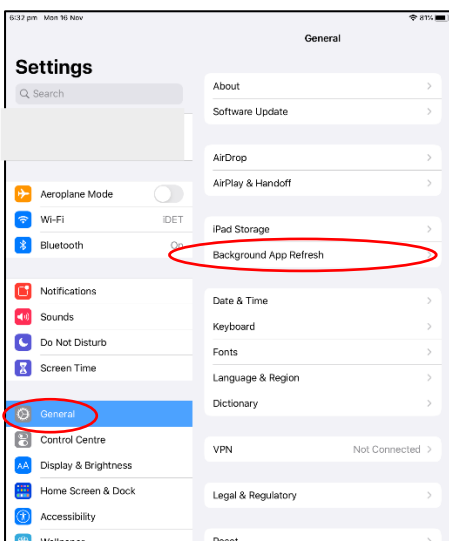
Step 1: Name your child's iPad with their name and class.
- ☐ From the left menu choose 'General'
- ☐ Select '*About*'
- ☐ Click on 'Name'
- ☐ Enter name Eg. John 3AB

Step 2: Turn off "Background App Refresh"
- ☐ From the left menu choose 'General'
- ☐ Select '*Background App Refresh'*
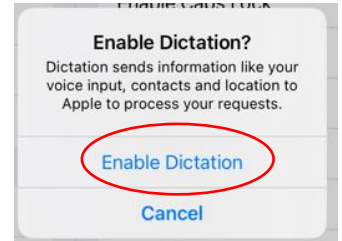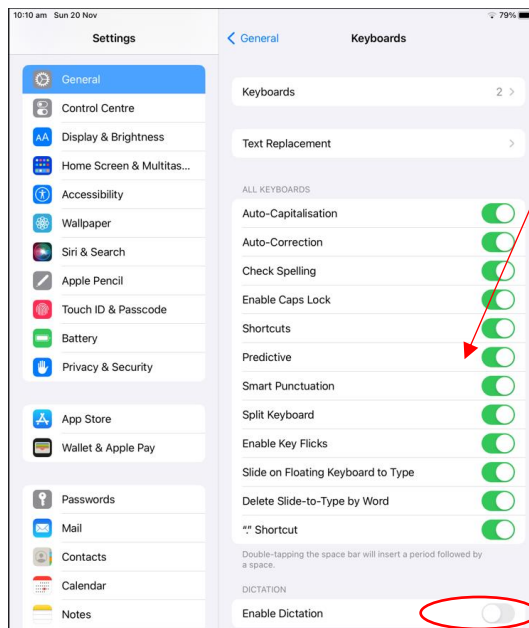- ☐ Disable *'Background App Refresh'* (Slide to grey = off)

Step 3: Enable Dictation

- ☐ From the left menu choose 'General'
- ☐ Select '*Keyboards* '
- ☐ *Allow 'Enable Dictation'* (Slide to green = on)
- ☐ When prompted, select 'Enable Dictation'

Depending on the iPad model and iPad OS version, 'Enable Dictation' may appear in different places in this menu.
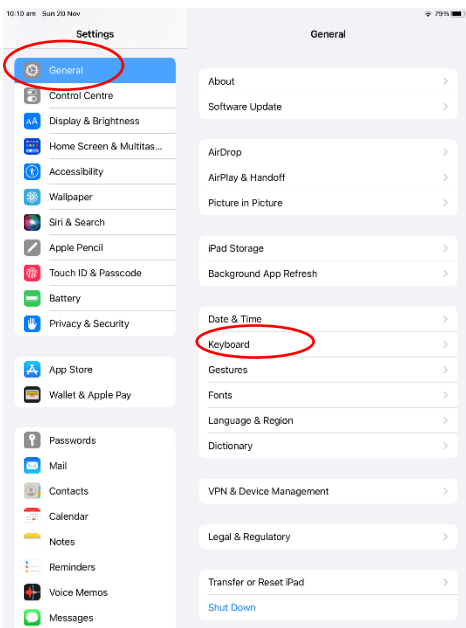
Step 4: Enable Dictionary

- ☐ From the left menu choose 'General'
- ☐ Select *'Dictionary'*
- ☐ Make sure the items are ticked as pictured below

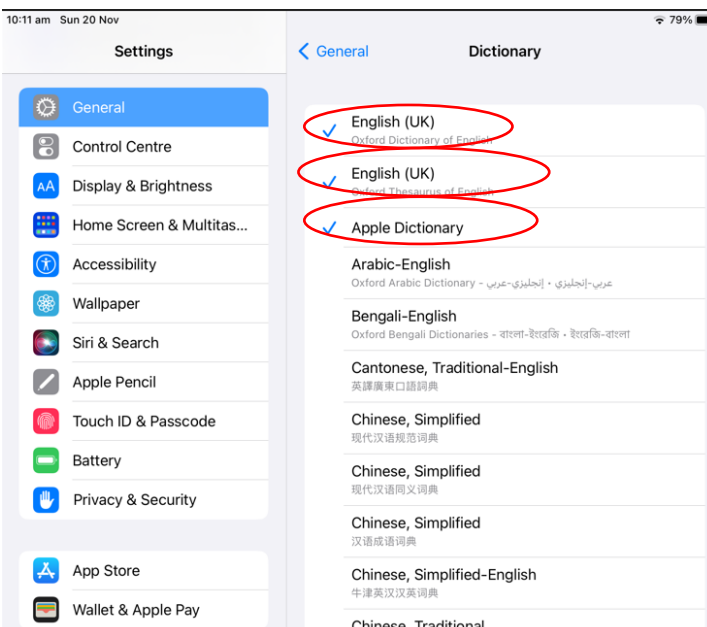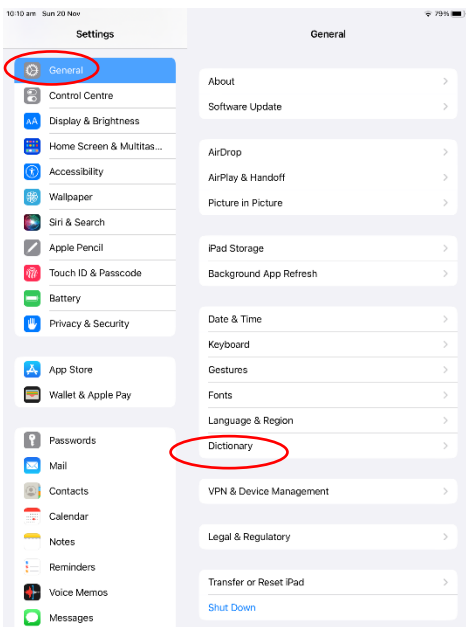## Step 5: Lock Screen Passcode - **All BYOD iPads should have a lock screen passcode**

You may have been asked to set this as part of the initial setup. If you wish to change or create a new passcode, see the instructions below. Students must tell their parents their code and should keep a record of it somewhere safe in case they forget it.

Please note: The school cannot assist with forgotten Lock Screen passcodes.

- ☐ Select 'Touch ID & Passcode' on the left menu *(On iPad 10th gen, Air and Pro models, this option could be Face ID & Passcode)*
- ☐ To add a passcode, select 'Turn Passcode On'
- ☐ To change a passcode, select 'Change Passcode'
  - ○ You can chose from Alphanumeric (letters and numbers), 6 digit passcode or 4 digit passcode.
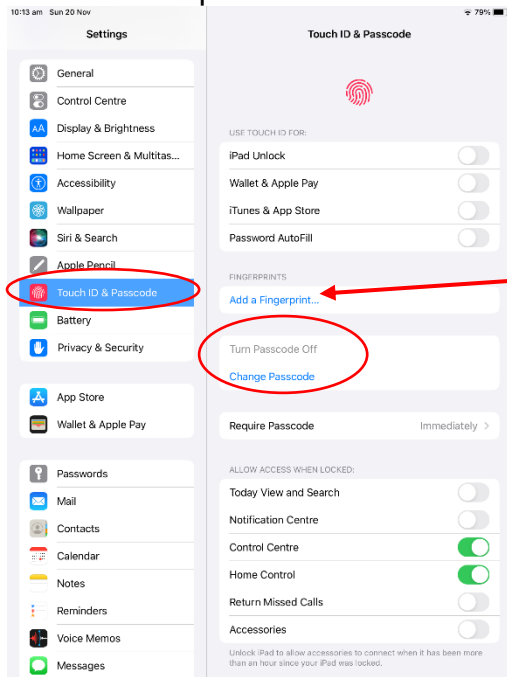
N.B. You may wish to set your fingerprint as an additional means of accessing your child's iPad in case of forgotten or changed passcodes/ passwords.
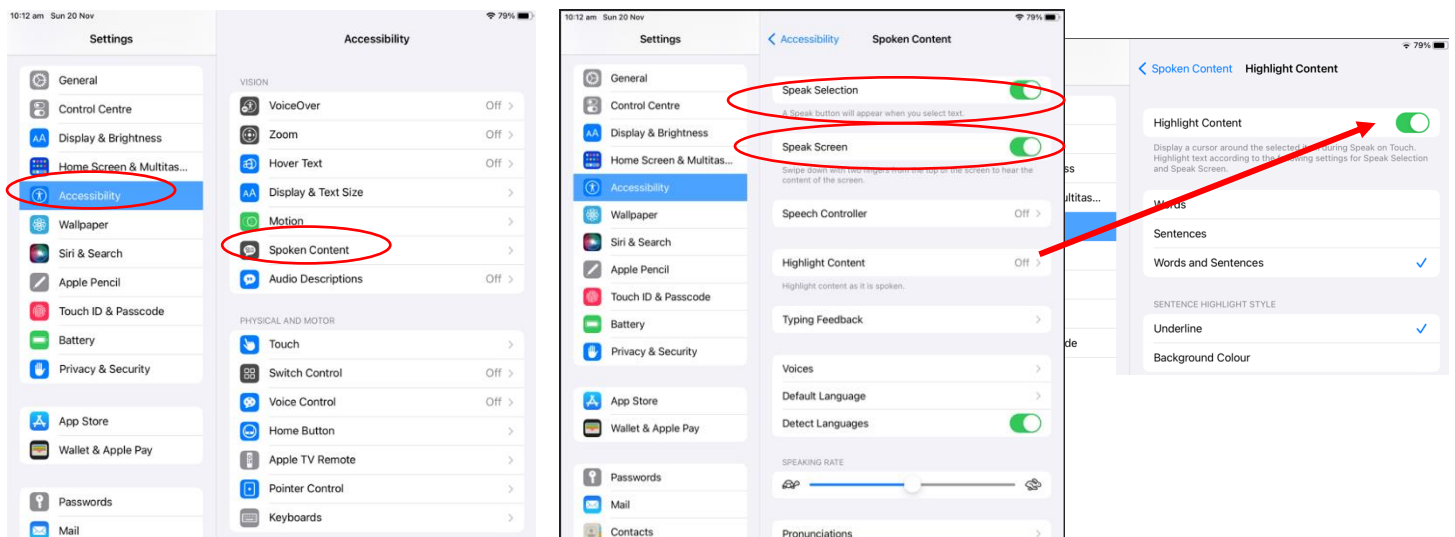
To do so, select 'Add a Fingerprint'

You can add multiple fingerprints – i.e. yours and your child's.

On Face ID capable models, select 'Add an appearance'/ 'Set up an Alternative Appearance'

## Step 6: Enable Speak Selection

- ☐ In the left menu select *'Accessibility'*
- ☐ Select *'Spoken Content'*
- ☐ Allow '*Speak Selection'* and '*Speak Screen'* (Slide to green = on)
- ☐ Turn '*Highlight Content'* to 'On'

Step 7: Disable Automatic Downloads and Offload Apps

☐ In the left menu select *'App Store'*

☐ Disable '*App downloads'* and '*In-App Content'* - as pictured (Slide to grey = off)

☐ Disable *'Offload Unused Apps'* (Slide to grey = off)
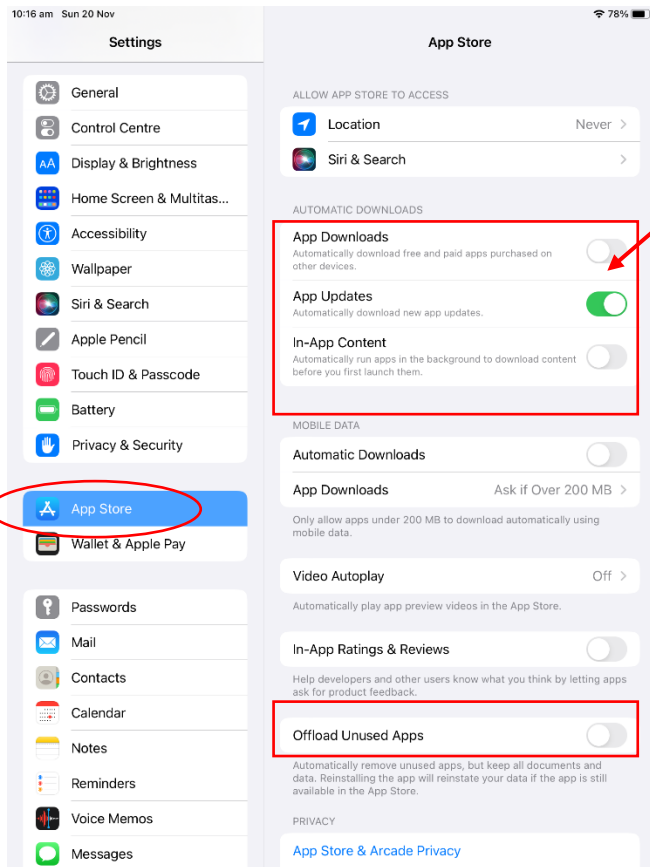
You may wish to keep the automatic download features enabled, however this could result in students accidentally using up their internet quota at school.

For this reason, we recommend turning it off.

This does require students to periodically check for app updates in the App store.

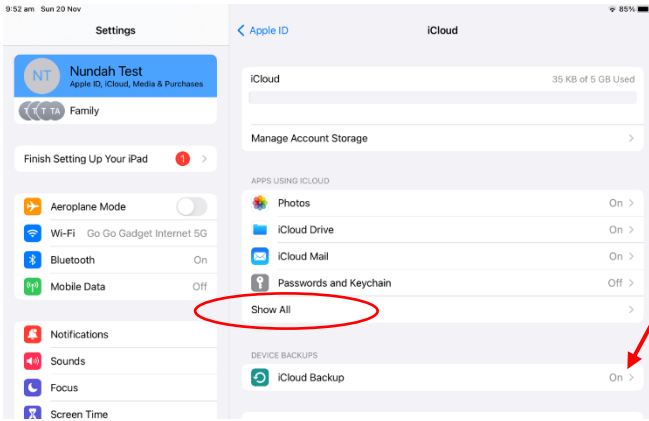## Step 8: Turn off iCloud features
(As iCloud stores information overseas, it is blocked by the Education Department)
This means that this step cannot be properly performed at school.

☐ In the left menu select your account (at the top)

☐ Select '*iCloud'*
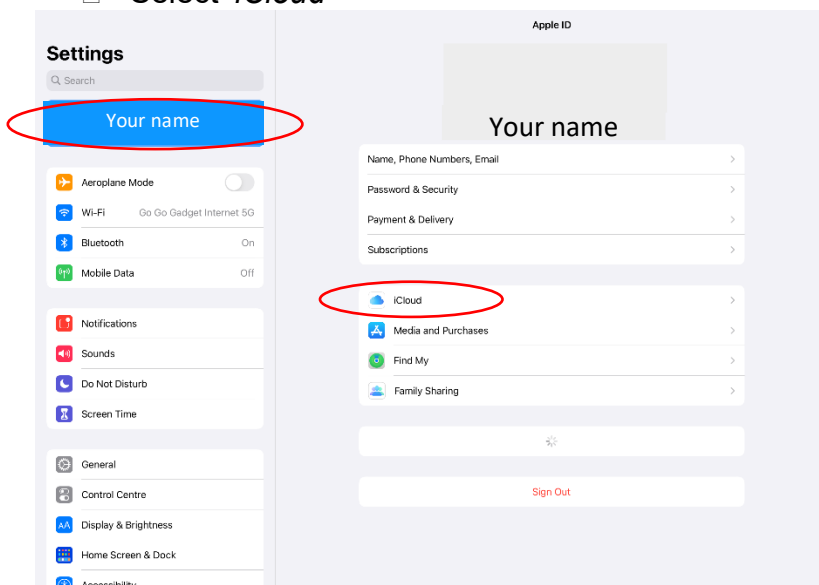
## Step 8: Turn off iCloud features (continued)

☐ Click '*Show All*'

You may wish keep iCloud Backup enabled. This means if your iPad is damaged or broken you can restore from backup.

As we don't know where Apple stores iCloud data, we cannot officially endorse this option but it may be useful.

iCloud cannot backup at school due to network restrictions.

☐ Disable all options that you can (Slide to grey = off)
  ☐ You may need to scroll down to turn off additional items.
☐ See below for information on turning off the top options (e.g. 'Photos, iCloud Drive, etc..)
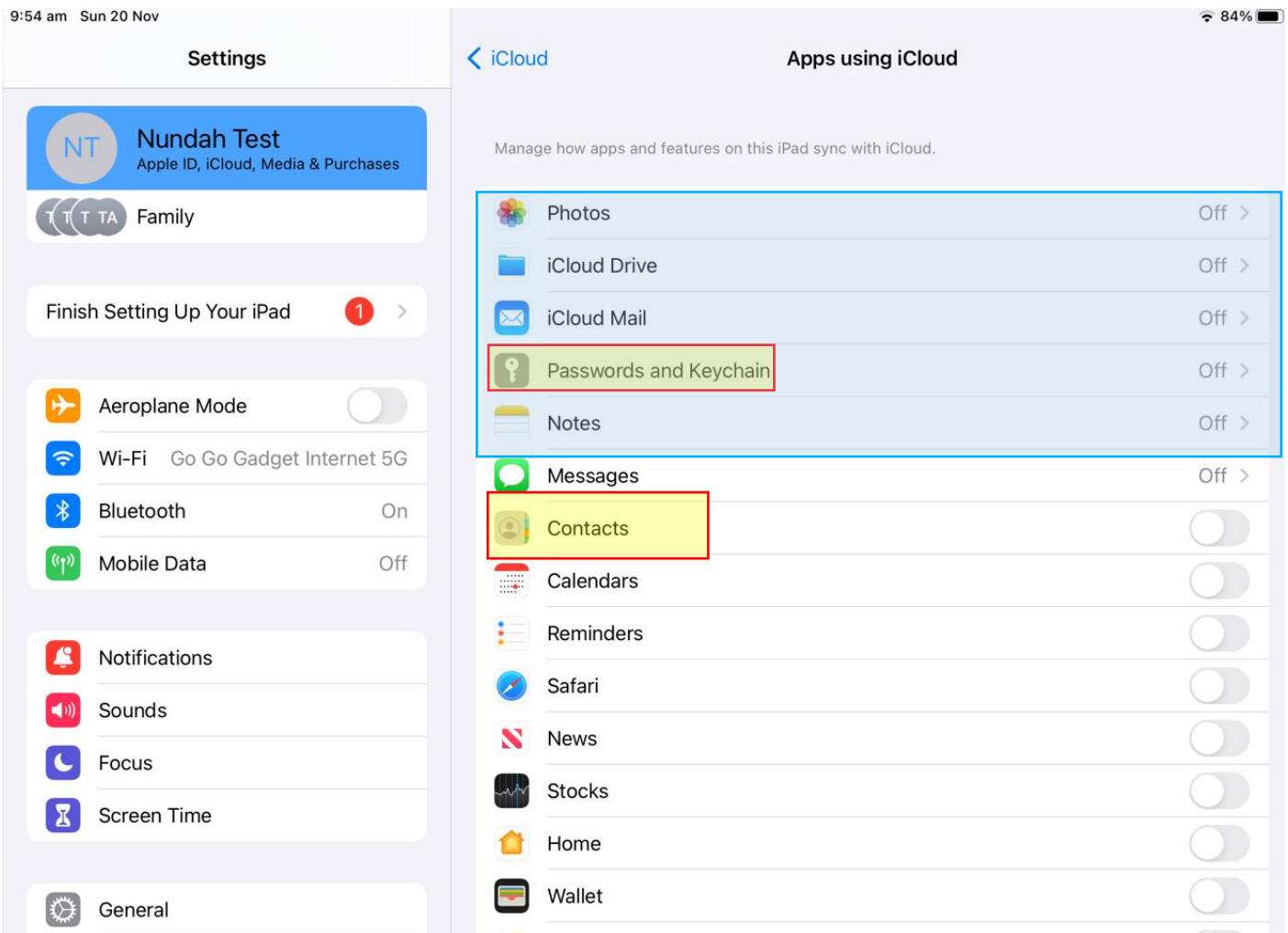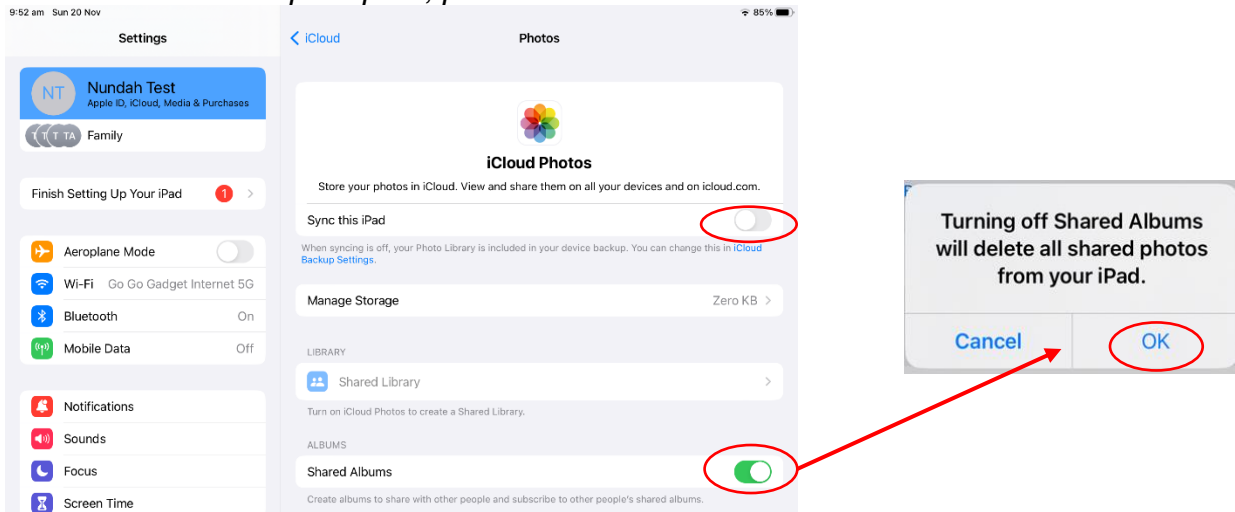

*Contacts
If Managing Contacts through Screen Time, Contacts will need to be left on.* See 'Screen Time and Parental Controls' document for more information.

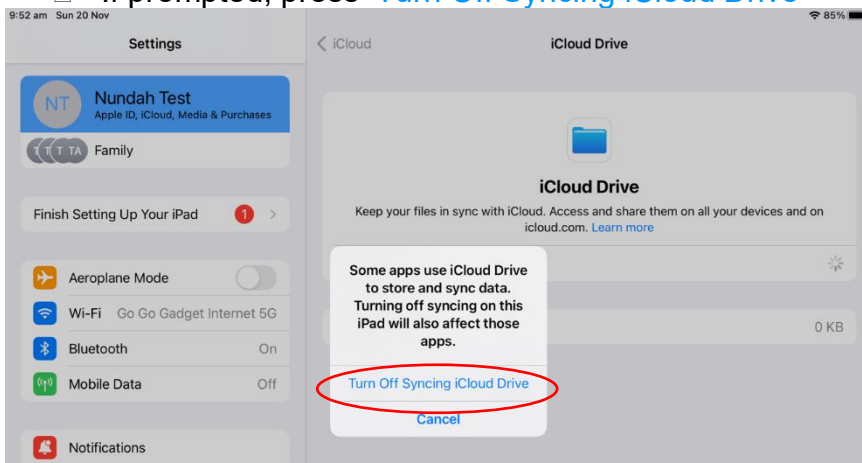*Passwords and Keychain may be left on if parents choose so.*

Step 8a: iCloud Photos

- ☐ *Select photos as in Step 8*
- ☐ *Disable 'Sync this iPad'* (Slide to grey = off)
- ☐ *Disable 'Shared Albums'*
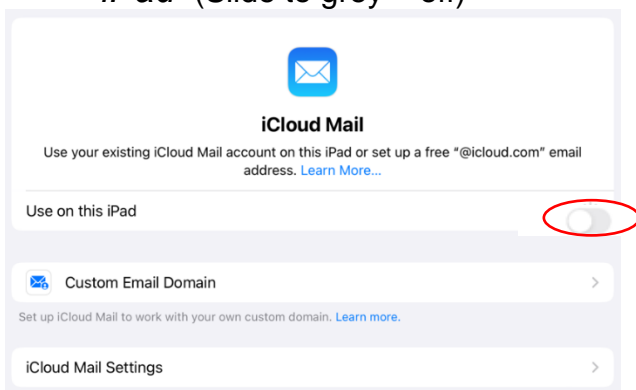 - o *When prompted, press 'OK'*

Step 8b: iCloud Drive

- ☐ Select '*iCloud Drive'* as seen in Step 8
- ☐ *Disable 'Sync this iPad'* (Slide to grey = off)
- ☐ If prompted, press 'Turn Off Syncing iCloud Drive'


Step 8c: iCloud Mail

- ☐ Select '*iCloud Mail'* as seen in Step 8
- ☐ If you do not wish for your student to use this mailbox, Disable *'Use on this iPad'* (Slide to grey = off)

> Please note:
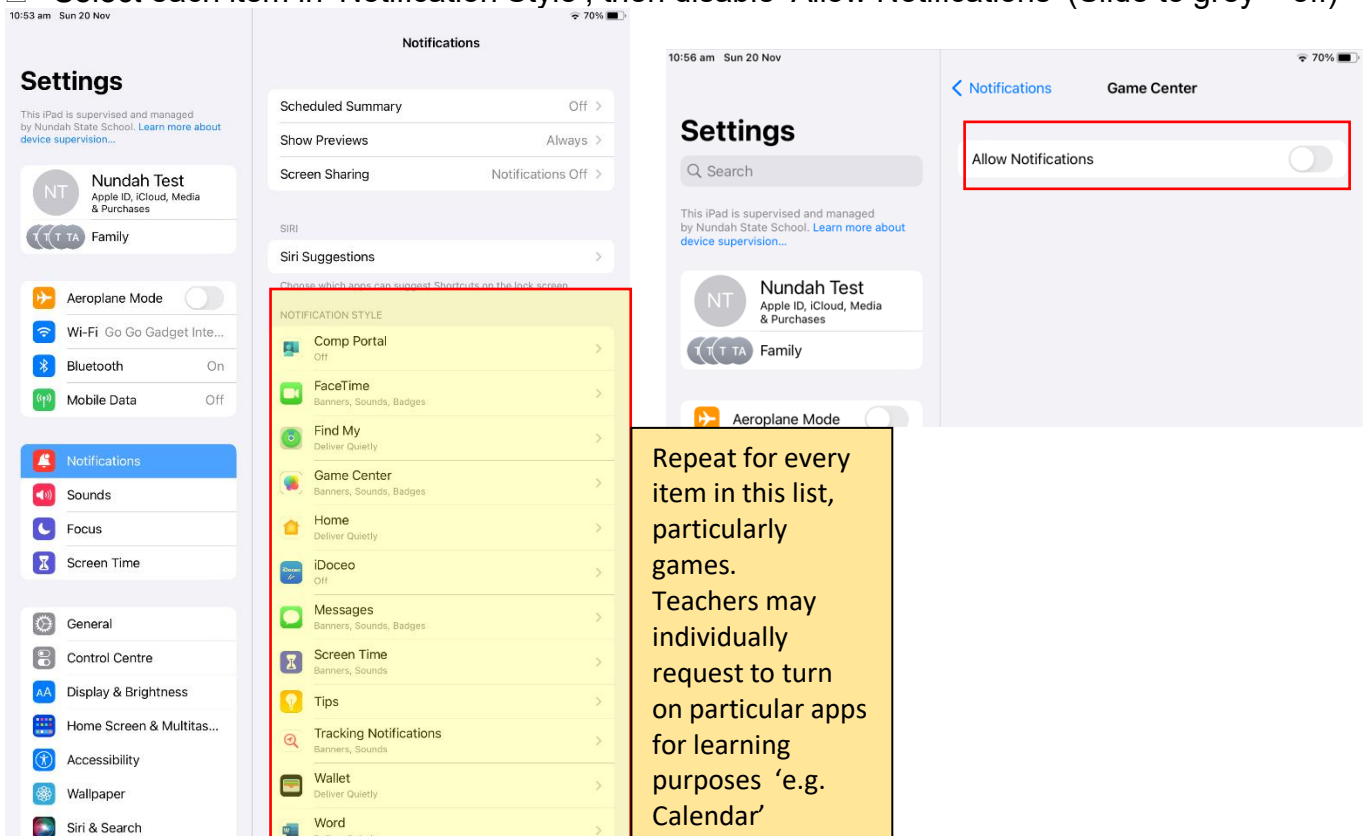> Students have a school email address to use for in-school communication.

Step 8d: Notes (optional)
- ☐ Select '*Notes'* as seen in Step 8
- ☐ Disable *'Sync this iPad'* (Slide to grey = off)
- ☐ You may be prompted to remove all notes. If you do not wish to, Notes can be left on.
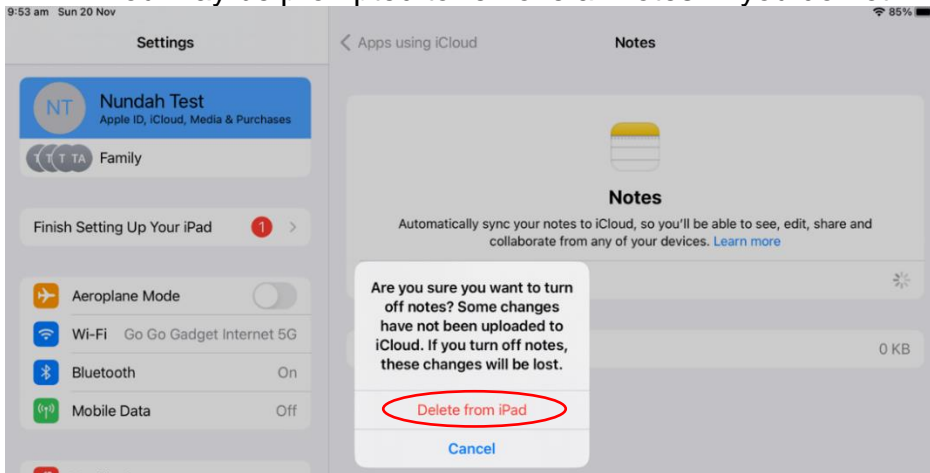
Please note:
Students have a school email address to use for in-school communication.

Step 9: Turn off Notifications
- ☐ In the left menu select *'Notifications'*
- ☐ Select each item in 'Notification Style', then disable 'Allow Notifications' (Slide to grey = off)

Repeat for every item in this list, particularly games. Teachers may individually request to turn on particular apps for learning purposes 'e.g. Calendar'

Parents may choose to leave some notifications on such as 'Find My' or change the notification to deliver quietly.
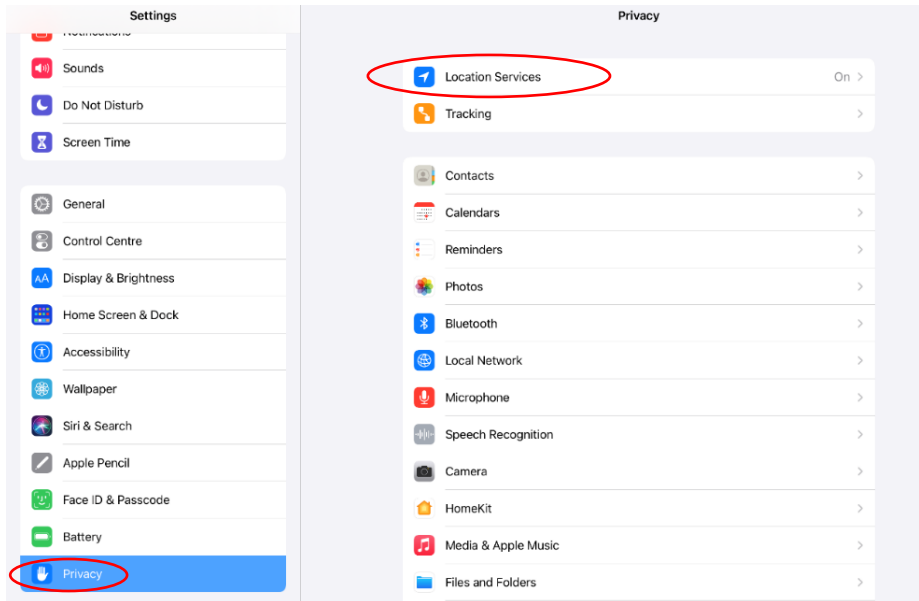*To deliver quietly:*
- ☐ Select the app in Notification Style as above
- ☐ Turn off *'Lock Screen'* and *Banners'* (Tap)
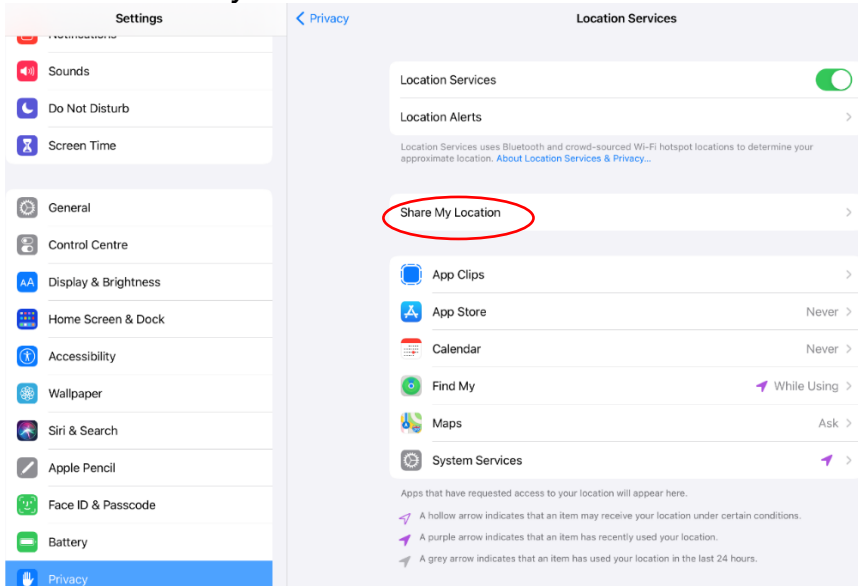- ☐ Turn off *'Sounds'* and *'Badges'* (Slide to grey = off)
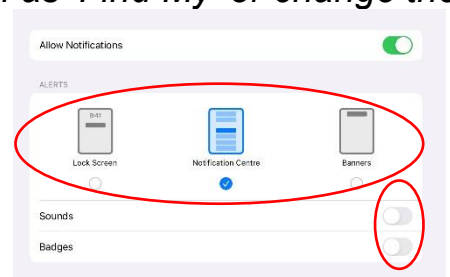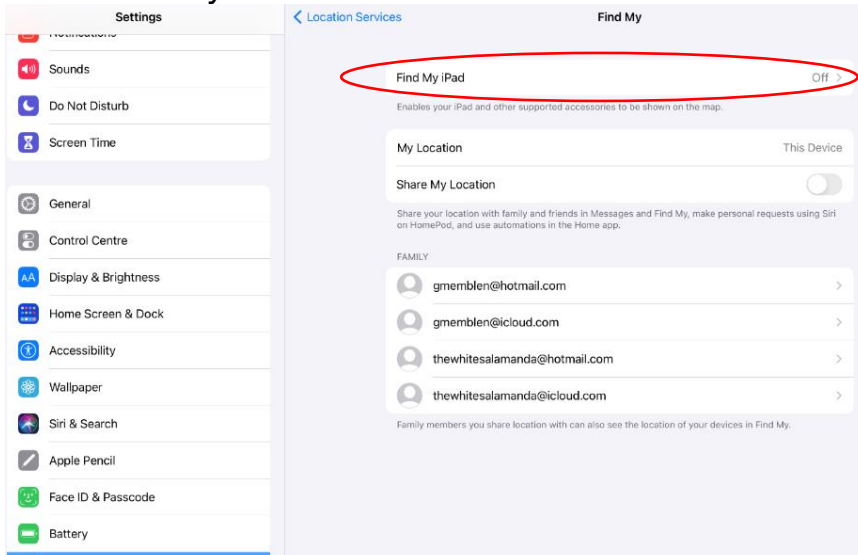
Step 10: Activate Find my iPad

- In the left menu select *'Privacy'*
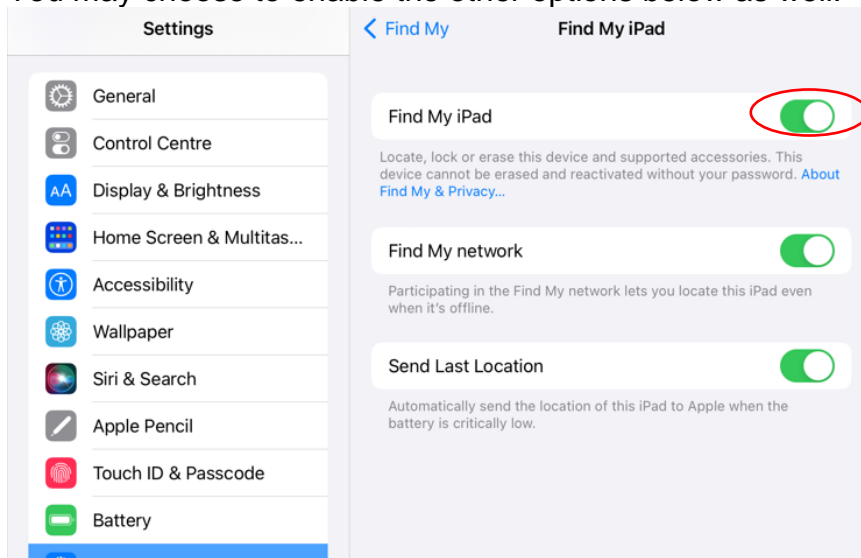- Select '*Location Services'*

- Select '*Share my location'*
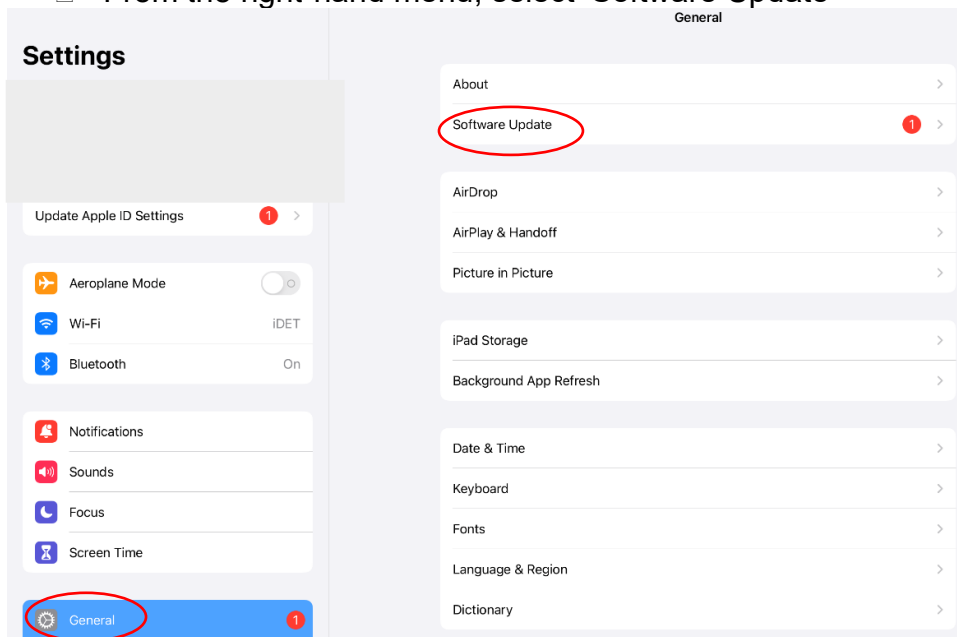

- Select '*Find my iPad'*

Step 10: Activate Find my iPad (continued)
- ☐ Enable '*Find my iPad'*
- ☐ You may choose to enable the other options below as well.
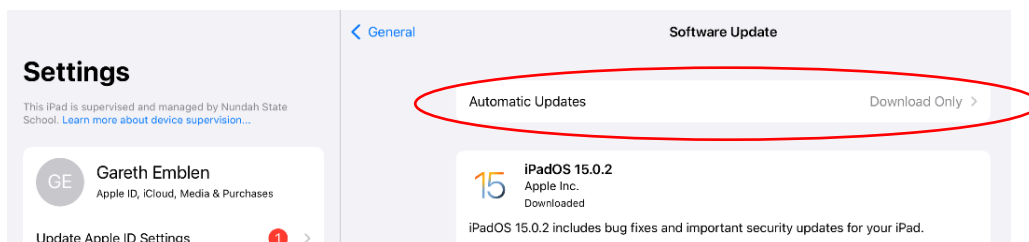

Step 11: Update and configure iPadOS downloads
- ☐ From the left-hand menu select 'General'
- ☐ From the right-hand menu, select 'Software Update'

We recommend changing settings to Automatic Download but not Automatic Install. This is to minimise the impact of unexpected iPad updates during key learning time.
- ☐ Select 'Automatic Updates'

Step 11: Update and configure iPadOS downloads (continued)

☐ Select 'Download and Install' or 'Install now'. It can take up to 10 mins.
☐ Disable '*iPadOS Updates'* (Slide to grey = off)
☐ Leave the other options enabled (green)
☐ Select '<Software Update' to return to the previous screen.
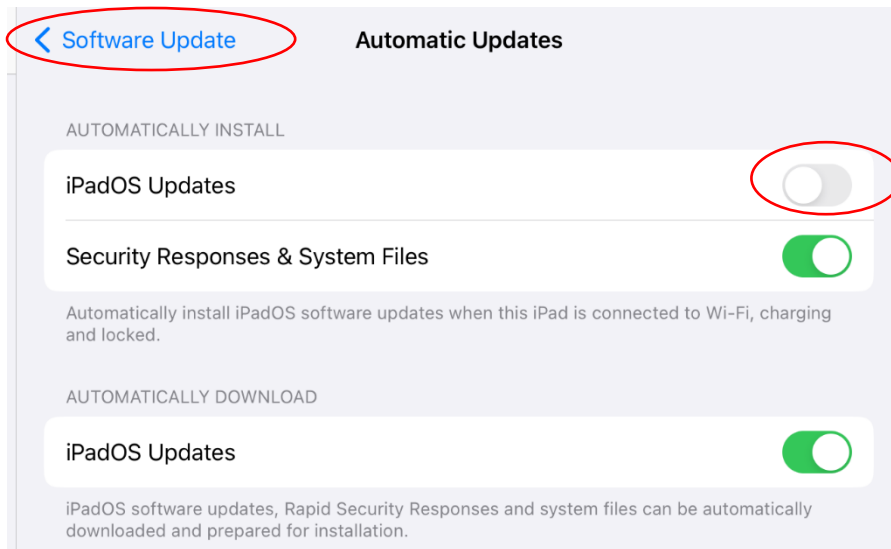
☐ If you have a pending update, press 'Install Now'
  This can take up to 10 minutes and the iPad will restart.
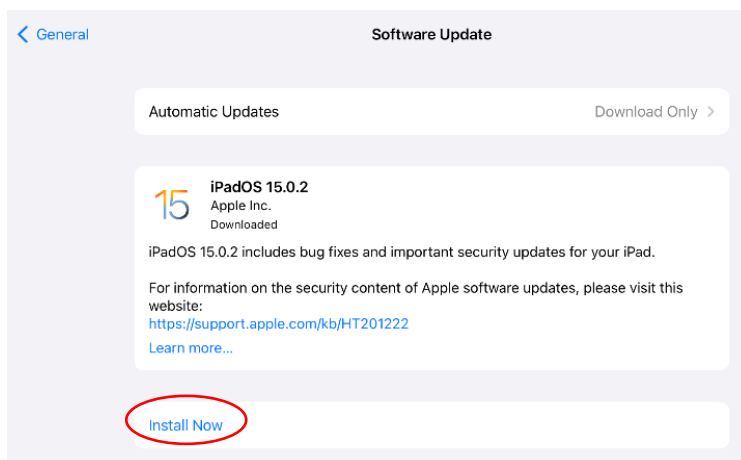
Please note:
If it says, 'iPadOS is up to date' then you do not need to do anything.

Congratulations, you have completed
'Setting up your child's iPad (General Settings)'.

Next: refer to instructions on *Downloading Apps through Intune's Company Portal* OR *Setting up Screen Time and Parental Controls*.