West End State School

24 Vulture Street, West End Qld 4101
P (07) 3010 8222
F (07) 3010 8200
E admin@westendss.eq.edu.au
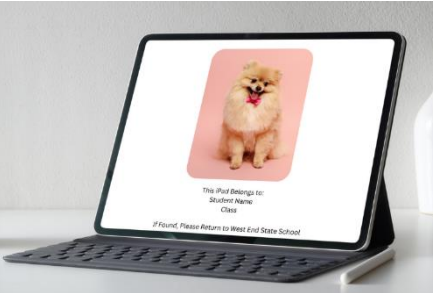W westendss.eq.edu.au

Onboarding Checklist 2025

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

Required Onboarding Tasks: *These are tasks that must be completed before bringing your iPad to school*	Completed? (Please Tick)
1 Before you Start: Check that your child's iPad is an iPad (10th 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: Sign in by entering your child's EQ email, MIS ID and password. Follow this DoE how to guide: [iOS enrolment video - Youtube.com.]() Company portal provides access to the school's secure network and app list that students will use at school. *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.*	
7 Install Essential Apps: Company Portal provides the following apps for students to download: Microsoft Word, Excel, Powerpoint, OneNote, OneDrive, Teams, Notability, SeeSaw, and Switch4Schools. *Other apps are available through Company Portal and will be downloaded with teachers when necessary. They are not required to install during onboarding.*	
8 Organise Apps and setup School Focus Drag all school apps so they sit on their own page without any personal apps or games. Then go to Settings > Focus. Name the focus something like "School: Student Name Class" as this appears on the lock screen during school hours. Setup a New School Focus by following this guide: [How to use Focus on your iPhone (Works for iPads)	Apple Support - YouTube]() 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. Set a schedule should be set for Monday to Friday 8:00am to 3:00pm.	

Recommended Onboarding Tasks: These are tasks/settings we recommend you complete before bringing your device to school	Completed? (Please Tick)
1 Download Book Creator App Book Creator is available on the App Store for $5.99. This will require credit card details that can be deleted as soon as installation is complete.	
2 Enable – Dictation and Predictive Text Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive	
3 Enable - Dictionary Go to Settings > General > Dictionary > English (UK)	
4 Enable - Multitasking Gestures Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)	
5 Enable - Speak Selection Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)	
6 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 safe at home, as the school internet filters for safe content. Continue adjusting restrictions as you choose. These are a few settings we recommend you turn on: • iTunes and App Store Purchases > Require Passcode > Always Require (tick) • Content Restrictions > • Music, Podcasts, News and Workouts> Clean • Music videos > off • Music profiles > off • Movies > G or Don't Allow • TV Shows > G or Don't Allow • Books > Clean • Apps > 9+ • App Clips > Don't Allow	
7 If you want to get Creative, Create a Lock Screen to easily identify the iPad: Lost iPads can be returned to their owner pretty easily with the right information on the Lock Screen. Using an image editing tool like Book Creator or Canva, you can make a lock screen wallpaper with the student's name, class and your or the school's contact details on it. Let your child pick out a picture they like so it looks a little fun, and set it as the lock screen wallpaper.	

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 is not received, none Microsoft Apps are not to be used.	