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 22024

Please present this completed form to the classroom teacher to participate.
Student/Family Checklist:

ACTIVITY	Completed? (Please Tick)
1 Check your iPad meets Specifications. Check that your child's iPad is 2021 iPad 8th, 9th or 10th Gen (64GB minimum), Wi-Fi, capable of running iOS 17.**Erase all content and settings on pre-owned iPads before beginning this checklist. Remove the SIM card if there is one installed.**	
2 Create a student Apple ID It is mandatory that the iPad is set up using your **child's own Apple ID** by creating a new iCloud email with a variation of their name. This is established through Family Sharing. Please **do not setup the iPad with a shared parent Apple ID**. 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.	
3 Set up Family Sharing Family Sharing makes it easy for up to six people in your family to share each other's iTunes, Books and App Store purchases without sharing accounts. How Family Sharing works -Apple Support - YouTube	
4 Digitally name your child's iPad Name your child's iPad with their name - Settings >General > About > Name	
5 Name your child's Accessories Protective Case with Keyboard, Headphones, Stylus etc.	
6 Add a Lock Screen Passcode iPads must have a lock screen passcode. Use thumb print (or touch ID) or facial recognition (face ID). **A 6 Digit passcode is required for Intune Company Portal.** How to change your passcode on your iPad	
7 Add a Lock Screen photo of your child's face 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. Tap "Wallpaper" and then tap "Choose a new wallpaper." 3 Select "Camera Roll" and select the photo of your child Select "Select Set Lock Screen" 4 Close the Settings App.	
8 Download Intune Company Portal App Install and sign in by entering your child's EQ email, EQ MIS ID and password. Follow this DoE how to guide: Intune – iOS enrolment video - Youtube.com Company portal provides: • Access to the school's secure network • Access to the full app list that students will use at school. Please Install the following essential apps: Microsoft Word, Excel, Powerpoint, OneNote, OneDrive, Teams, Notability, SeeSaw, Switch4Schools and WhoAmI. *Other apps will be downloaded with teachers when necessary. They are not required to install during Onboarding.*	

ACTIVITY	Completed? (Please Tick)
9 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.	
10 Organise School Apps Drag all school apps so they sit on their own page. These include the essential apps outlined in Step 8 and Book Creator in Step 9.	
11 Enable – Dictation and Predictive Text Go to Settings > General > Keyboards > Enable Dictation Go to Settings > General > Keyboards > Predictive	
12 Set your iPad language to English Go to Settings > General > Language & Region > iPad Language	
13 Enable - Dictionary Go to Settings > General > Dictionary > English (UK)	
14 Enable - Multitasking Gestures Go to Settings > Home Screen & Dock > Multitasking and Gestures (select each function to green)	
15 Enable - Speak Selection Go to Settings > Accessibility > Spoken Content > Speak Selection (Slide to green = on)	
16 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	
17 Add School Focus Go to Settings > Focus > Set up new focus by pressing the "+" > Custom > name "School" > Customise Focus > Allow Notifications > No people or apps should be selected Customise Home Screen by choosing the page with learning apps Set a Schedule > Mon- Friday 8:00am – 3:00pm For support: [How to use Focus on your iPhone (Works for iPads)	Apple Support - YouTube](#)	.
18 Go to QParents (External Link) Ensure you have granted permissions to use required apps. This is mandatory and will allow parents/carers to securely access their child's information.	

Teacher Checklist	Completed? (Please Tick)
Student Participation Agreement signed	
Connected to EQNet Wifi and No SIM/cellular data installed. Trouble shooting: Turn on Wi-Fi, turn iPad off and on. Comp Portal app – installed, student logged in with EQ login details.	
Third Party Permissions (QParents) Check App and website permissions. No permission = No app use	

Queensland Government