



ELF Program iPad Setup



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iPad supervision model

For the ELF pilot the school will implement a low supervision model for BYO iPads. This means, rather than the school applying a standard set of restrictions to all BYO iPads, parents can determine the appropriate level of restrictions for their child's device. New features on the iOS12 and Apple ID and Family Sharing functions provide parents with enormous flexibility for iPad management.

It is important to set up the BYO iPad appropriately for daily school use, irrespective of how the device will be used at home. Considerations for setup include:

- ensuring any personal data on the device, not related to school, is secure.
- ensuring required iPad features, data and apps for school are always accessible.

Set up support

The Apple website provides information and support for setting up Apple IDs, and Family Sharing. These features allow families to configure a device to meet the needs of individual families. However, the school is aware that not all families are familiar with Apple products and therefore, have provided a recommended set up for students in the supplied documentation. Additionally, the school will operate a weekly technical support session, which will launch in January 2019, prior to the start of school. This is a service for parents and students of BYO iPads during 2019. The first session of the year will focus on setting up a device using Apple's products, mentioned above, and will initially be hosted by teachers and technicians at the school, until capable student leaders can also provide support.

Required apps

A list of required apps for 2019 is supplied in this documentation. Links for these apps on the App Store are available on the school's website in the following location:

Curriculum | ELF iPad Program | Under *Related Links* select *iPad Apps required for ELF*.

These apps are to be downloaded and updated at home. If there is no access to the internet at home, please see the classroom teacher or ELF coordinator.

At this stage of planning the apps listed are the only ones required in 2019. If this changes, parents will be provided with appropriate notification for the cost (if any) and requirement date for new apps.

Book Creator is the only listed app which is not free to download. If using Apple's Family Sharing, on download, the app will be available on up to 6 family devices.

The Reading Eggs app is free to download. However, the subsidized subscription cost for the program (\$10) will be invoiced to parents at the beginning of 2019. Students will not be able to use the app until the invoice is paid. Reading Eggs is an essential element of the Year 4 reading program. It provides access to a large range of quality e-books and comprehension activities.

Initial setup on new iPad

When starting an iPad for the first time, users are asked to make several decisions on how to configure the device for use. The following list is the suggested configuration for using the iPad at school. The list is accurate for iOS12 and is provided in the order that was displayed on screen at the time of writing.

☒ indicates to turn on/enable this feature

☐ indicates to turn off feature (or is not required for school).

A number of features and apps are automatically included on the device upon purchase. Apps are underlined. The apps not required at school can be deleted or moved into a folder to prevent distractions at school.



ELF Program iPad Setup



E-Learning@ Ferny

- ☒ Enable *Location Services* (affect use of Google Maps)
- ☐ *iCloud back ups*: not required*
- ☐ *iCloud keychain*: not required.
- ☐ *iCloud sharing*: not required.
- ☐ *iPad analytics*: not required.
- ☐ *FaceTime*: not required.
- ☒ Enable *Contacts*.
- ☐ *Home*: not required.
- ☐ *iTunes store* – not required.
- ☒ Enable *App Store* for downloading and updating apps.
- ☒ Enable *Books*.
- ☐ *iMessage* – not required.
- ☐ *Find Friends* – not required.
- ☒ Enable *Find iPhone*.
- ☐ *Apple TV* – not required.

*Students will not be using iCloud to store data – files, photos, videos. Each student will use their individual allocation of the department's secured OneDrive application. A handout on using OneDrive will be provided to students and parents during the first week of school 2019.

Apple ID and Family Sharing Setup

It is recommended that a parent or carer in each family creates or uses an existing Apple ID to:

- install apps on an iPad,
- purchase music, books or videos
- apply device restrictions to a child's use.

Once a parent/carers has an Apple ID, a student Family Sharing account should then be created. Family Sharing enables a student to have age appropriate access on the iPad as a sub-account of a parent. To ensure security of data, personal information and payment details, it is strongly recommended that the BYO iPad is signed in with the student's Family Sharing details for daily school use.

Important Notes

When setting up an Apple ID and Family Sharing, several important pieces of data are created for security purposes. It is essential that each security question, Apple ID username, password and passcodes are recorded and kept safe. If this information is not available when an issue arises it is EXTREMELY difficult to access and use features associated with the Apple ID.

Parents are responsible for securing personal Apple ID and Family Sharing information (passwords, email address and security questions). The school will not ask for this information. ***Please do not share your child's Apple ID password with him/her.***

Parents will require the following in creating an Apple ID:

- Pen and paper to record security questions, Apple ID and associated passwords for safe keeping.
- An existing email address for the parent to use with the Apple ID
- Credit or Debit Card (information on creating an Apple ID without a payment method:
<https://support.apple.com/en-au/HT204034>)



ELF Program iPad Setup



E-Learning@ Ferny

Supporting Resources

- **Information on creating an Apple ID:** <https://support.apple.com/en-au/HT204316>
- **Information on Family Sharing:** <https://www.apple.com/au/family-sharing/>
- **Setting up an Apple ID for a child in Family Sharing:** <https://support.apple.com/en-au/HT201084>
- **Useful video developed by Runcorn Heights SS:**
<https://runcheigss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/BYOD/ipad-setup.mp4>

Parent Controls on an iPad

iOS12 provides parents with enhanced features for configuring an iPad for a child's use. More information is available here: <https://support.apple.com/en-au/HT201304>

An overview of the parent control options are provided below.

Screen Time	New tools empower you to understand and make choices about how much time you spend using apps and websites.
Activity reports	Get reports weekly or check Today View anytime to see app usage, notifications, and device pickups.
For kids	Use your family's Apple IDs to set up Screen Time for your kids to keep an eye on how much time they spend on apps and websites. They can request more time for you to approve.
App limits	Set the amount of time you and your kids can spend each day on specific apps and websites
Downtime	Set a specific time, like bedtime, when apps and notifications are blocked. You can choose which apps are on and off limits
Always allowed	Create exceptions for apps you'd like your kids to have access to even during Downtime, such as Messages or education apps

To enable effective use of iPads at school we recommend restrictions be applied to the iPads. Once signed into the device with your child's Family Sharing account, restrictions can be set up through Screen Time.



ELF Program iPad Setup



E-Learning@ Ferny

Screen Time Configurations

Instructions for accessing and setting configurations are outlined below.

1. On an iOS12 device, go to **Settings** and select **Screen Time**.
2. Select **Content and Privacy Restrictions**.
3. Turn on **Content and Privacy Restrictions**.



Settings icon

Within Content and Privacy Restrictions, the school recommends the following settings:

iTunes and Apps Store Purchases

- ☐ Don't allow *installing apps*.
- ☐ Don't allow *deleting apps*.
- ☐ Don't allow *In-app purchases*.
- ☒ Select *Always Require a Password*.

Allowed Apps

- ☒ Allow *Mail*.
- ☒ Allow *Safari*.
- ☐ Turn off *FaceTime*.
- ☒ Allow *Camera*.
- ☒ Allow *Siri and Dictation*.
- ☒ Allow *Airdrop*.
- ☐ Turn off *Car Play*.
- ☐ Turn off *iTunes Store*.
- ☒ Allow *Books*.
- ☒ Allow *Podcasts*.
- ☐ Turn off *News*.

Content Restrictions

- ☒ Allow **Clean Music, Podcasts and News**.
- ☐ Turn off *Music Profile and Posts*.
- ☒ Select **PG** or **G** in *Movies*.
 - ☐ Turn off **show movies in the Cloud**.
- ☒ Select **PG** or **G** in *TV Shows*.
 - ☐ Turn off **show movies in the Cloud**.
- ☒ Select **clean Books**.
- ☒ Select **9+ Apps**.



ELF Program iPad Setup



E-Learning@ Ferny

WEB CONTENT

- ☒ Select Limit Adult Websites.

SIRI

- ☒ Allow *Content*.
- ☒ Don't allow *Explicit Language*.

GAME CENTER

- ☒ Don't allow *Multiplayer Games*.
- ☒ Don't allow *Adding Friends*.
- ☒ Allow *Screen Recording*.

PRIVACY

- ☒ Allow Location Services
- ☒ Allow Contacts
- ☒ Allow Calendars
- ☒ Allow Reminders
- ☒ Allow Photos
- ☒ Allow Share My Location
- ☒ Allow Bluetooth Sharing
- ☒ Allow Microphone
- ☒ Allow Speech Recognition
- ☒ Don't allow Advertising
- ☒ Allow Media and Apple Music

ALLOW CHANGES

- ☒ Don't allow passcode changes
- ☒ Don't allow Account Changes
- ☒ Don't allow Mobile Data Changes
- ☒ Allow Volume Limit
- ☒ Allow Do Not Disturb While Driving
- ☒ Don't Allow Pay TV Provide
- ☒ Allow Background App Activities

Changes to **Downtime** and **App Limits** and **Always Allowed** are for family to determine.



ELF Program iPad Setup



E-Learning@ Ferny

Allow Set Screen Time Passcode

It is strongly recommended that parents set a passcode for Screen Time. Please do not share this with your child. Children will see the top level Screen Time options, but won't be able to change these, unless they enter the passcode.

Share Across Devices.

This is a family decision.

[Restricting access to iMessage and FaceTime.](#)

iMessage and FaceTime do not form part of the ELF program. To prevent student distraction we request parents disable these features on BYO iPads. These configurations are made through **Settings | Accounts** and **Settings | iCloud**.

[General Management Advice](#)

While students are learning to use their own device in a school setting and form a routine for effective and efficient use, the school strongly advises against configuring the device with a passcode or Touch ID. If this is applied, please ensure you keep an easily accessible copy of the passcode and strongly discourage your child from changing it.