![Microsoft logo]

SETTING UP A WINDOWS LAPTOP

Hillsmeade Primary School
• Growing and Learning Together •

INTRODUCTION

The aim of this document is the following:

- Show how parents/carers can adopt the use of parental restrictions through Microsoft Family Safety to control and monitor how and what their child can view and access on their device. **This is not a mandatory requirement but a tool that can be useful in managing your child's device whilst at home.** Microsoft Family Safety also allows parents/carers to restrict App purchases, filter harmful content and gather information about the duration of laptop usage by their child.
- Prepare a new or owned laptop device for school.
- Install necessary apps/programs from the list.

CONNECTING TO THE SCHOOL WIFI

At the start of the school year, Hillsmeade will install a certificate that will allow student access to our school eduSTAR wireless network. Teachers will assist students with joining the school's network.

MICROSOFT FAMILY SAFETY

Useful links:

- https://www.microsoft.com/en-us/microsoft-365/family-safety
- https://youtu.be/zUOy-NPaP6M
- https://msft.it/6002To6mO

Microsoft Family Safety is a feature that is part of Microsoft's family of products and services. To use it to monitor your child's laptop, you will need to do the following:

1. Set up a Microsoft account for your child. If your child does not already have a Microsoft account, you can create one for them.

2. Install Microsoft Family Safety on your child's laptop. You can download the app from the Microsoft Store.

3. Sign in to Microsoft Family Safety with your Microsoft account.

4. Add your child to your Microsoft Family group. To do this, you will need to have their Microsoft account information.

5. Set up monitoring and control features. You can use Microsoft Family Safety to monitor your child's online activity, set screen time limits, and block inappropriate websites.

6. Monitor your child's activity. You can view your child's activity reports in the Microsoft Family Safety dashboard.

APPS AND MICROSOFT ACCOUNTS

Parents will be required to provide access to or create Windows Account so that apps/programs can be installed onto a child's device. A list is provided at the end of this document.

Whilst at school, the laptop is a learning tool, not an entertainment tool. All apps/programs should be age-appropriate and aligned with the school's Code of Conduct.

Students should not have any Social Media apps on their laptops during the school day. These include:

- **Facebook, Twitter, Instagram, Snapchat, Periscope, Vine, Tumblr, Tiktok, Scout, Yubo, Omegle, Discord, and Only Fans.**

The Terms and Conditions for all these apps require users to be older than 13 years of age and, in some cases, 18 years of age. Students with these apps installed will be required to remove the apps before bringing the device to school.

Further resources can be found at [The Carly Ryan Foundation](https://www.carlyryanfoundation.com/resources/fact-sheets.) at https://www.carlyryanfoundation.com/resources/fact-sheets.

MICROSOFT 365 ACCOUNTS

All students will be provided with a school Microsoft 365 account. We have been using these school Microsoft accounts within the school for the past few years. These accounts also allow the students to use the various Microsoft 365 apps to collaborate within the classroom.

1. ERASE THE DEVICE AND START AGAIN

If you are using an existing laptop from home, it is a good idea to erase the device and set it up again. This ensures enough storage space on the device and is an opportunity to set up services such as Microsoft Family Safety and the apps/programs listed below.

2. KEEP YOUR LAPTOP UP TO DATE

It is a good idea to make sure your child's laptop is regularly updated. This ensures that the device is not vulnerable to security threats.

2023 APP LIST

We ask that the following apps be installed on your child's laptop for the start of the school year. The list below is a core list essential to the BYOD program. All apps are free.   Your child's teacher may ask you to download more free apps throughout the year.

Some of the apps you may already have on your devices at home. If this is the case, you will not need to purchase them again; simply download them onto the new device.

When installing the apps, please ensure that the icon matches the image below, as some apps use similar names.

CLASSROOM APPS/SOFTWARE

	Google Chrome https://www.google.com/intl/en_au/chrome/
	Kahoot https://www.microsoft.com/store/productId/9N4JBJNFZC1L
	Minecraft Education Edition https://education.minecraft.net/en-us
	Microsoft 365 suite of tools https://www.microsoft.com/store/productId/9WZDNCRD29V9
	Microsoft Teams https://apps.microsoft.com/store/detail/XP8BT8DW290MPQ

	Canva: Design, Photo & Video https://apps.microsoft.com/store/detail/XP8K17RNMM8MTN
	Quizlet https://www.microsoft.com/store/productId/9PLHCT3922NQ

Mandarin APP

	Duolingo https://www.microsoft.com/store/productId/9WZDNCRCV5XN

MEDIA ARTS APPS

	Clipchamp https://www.microsoft.com/store/productId/9P1J8S7CCWWT

ASSESSMENT AND ADMINISTRATION APPS

	NAP Locked down browser (**2023, Year 5 Students only**) https://www.assessform.edu.au/naplan-online/locked-down-browser
	Webex Meetings https://apps.microsoft.com/store/detail/XPDLZV7R88FF1P