

**Hillsmeade
Primary School**

• Growing and Learning Together •

SETTING UP
A MACBOOK LAPTOP

INTRODUCTION

The aim of this document is the following:

- Show how parents/carers can adopt the use of parental restrictions through [Family Sharing](#) 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.** [Family Sharing](#) also allows parents/carers to restrict App purchases, filter harmful content and gather information about the duration of iPad usage by their child.
- Prepare a new or owned iPad device for school.
- Install necessary apps 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's eduSTAR wireless network. Teachers will assist students with joining the school's network.

PARENTAL RESTRICTIONS

Useful links:

- [Setup Family Sharing - Macs](#)
- [How Family Sharing works](#) (YouTube)
- [How to create a child account with Family Sharing](#) (YouTube)

We ask parents to consider enabling ScreenTime Restrictions on their child's Macbook. Restrictions allow parents to restrict access to the iTunes store, iBook store, install apps, delete apps and in-app purchases. You can also prevent students from listening to music and podcasts with explicit lyrics, and several other options.

<https://support.apple.com/en-us/HT208982>

Location Services – Ensure that location Services are enabled for the **Find My Device** app.

Siri – Ensure that students have explicit language turned off when using Siri.

Make sure your restriction passcode is different to the screen lock password.



APPS AND APPLE ACCOUNTS

Parents will be required to provide access to or create an App Store Account so that they can install apps onto their child's device. This account should be in the parent's name. **Parents should NEVER give students access to the password for this account** to ensure that they cannot make purchases or install apps without your permission. Parents should set up a child's iCloud Account for their child. **Family sharing** can be set up via another apple device. <https://support.apple.com/en-au/HT201060>. There is more information later in this booklet. We ask that parents install the apps from the BPS Macbook App list before the device is brought to school.

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

Students should not have any Social Media apps on their Macbooks 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 of 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.

BYOD TIPS

1. ERASE THE DEVICE AND START AGAIN

If you are using an existing Macbook 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 things like Screen Time and an iCloud Family Account.

2. USE A FAMILY ICLOUD ACCOUNT



Using an iCloud Family account means that you can easily control when your child uses their Macbook and what they can have on it. It also means that your child's items, files and messages on the Macbook are not mixed up with yours.

3. SET UP SCREEN TIME

Screen Time allows you to monitor how much your child uses their Macbook. It will enable you to set time limits, content restrictions and app limits. It is easy to set up and ensures that your child uses the device the way you want them to. *Avoid limiting apps that students will use in the classroom.*

4. ENSURE THAT YOU SET UP DOWNTIME AND APP LIMITS

It is a great idea to set Downtime on your child's Macbook. Downtime is a period of time when your child's device shuts down. It is set up via Screen Time. You can have different downtimes depending on the days of the week. For example, you could make your child's Macbook turn off when it is time to get ready for bed. App limits are similar. You can set an app limit if you only want your child to play 30 minutes of games each day. *Be careful not to limit apps students may be using in class.*

5. DO NOT SHARE YOUR ITUNES OR APP STORE PASSWORD

If students know your App Store password, there is a chance that they will make unauthorised purchases. Please don't share your password with them.

6. KEEP YOUR MACBOOK UP TO DATE

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

SET UP FAMILY SHARING AND APPLE ID FOR YOUR CHILD

With Family Sharing, you can create an Apple ID for a child under 13. This allows them to participate in Family Sharing and use other Apple services such as iCloud, iMessage, FaceTime, and Game Centre.

To participate in Family Sharing, all family members must have their own Apple ID. Children under 13 can't create an Apple ID on their own. However, the family organiser can provide verified parental consent and create an Apple ID on the child's behalf in their family group.

One adult in your family - the organiser - invites all the other members to join and sets up accounts for anyone under 13 years of age. Once family members join, Family Sharing is set up on everyone's devices automatically. The group then chooses



which services and features they would like to share. If your child already has an Apple ID, you can [add it to your family group](#) and update their email address, [date of birth](#), [security questions](#), and more.

Check your payment method

Before you begin, make sure that you are using a [supported payment method](#). You can [check your payment method](#) from your [Apple ID account page](#) or iTunes.

To comply with child online privacy protection laws, you use the CVV, verification code sent via SMS, or security code from your payment method as part of providing your verified parental consent. If you do not have a supported payment method on file, you will be asked to change it to a [supported payment method](#) before you can continue. You can also learn more about [how Apple uses your payment information](#). After you create the child's Apple ID, you can [change back to a different payment method](#).

Create an Apple ID for your child

Use the steps below to create an Apple ID for your child, then add them to your family group. After you add your child to your family group, they will have their own Apple ID that they can use on any Apple device. Your email address is the [rescue email address](#) for your child's account, and you can use it with the security questions you provided to [reset a forgotten password](#).

SETTING UP APPLE ID FOR YOUR CHILD

To verify that you are an adult, you need a credit card.

1. Got to Settings > Family
2. Tap the Add Member button

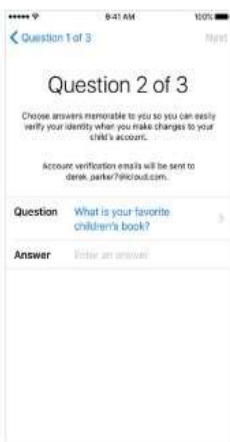




3. Tap Create Child Account, then tap Continue.



4. Enter the child's name and birth date. Be sure to enter the correct birth date - you can't change it later.
5. Review the Parent Privacy Disclosure and tap Agree.
6. Enter the requested information for your payment method and tap Next. If you don't have a payment method on file, [you need to add one](#).
7. Enter your child's name, tap Next, then create their Apple ID (username@icloud.com) and tap Next. Tap Create.
8. Follow the onscreen instructions to set a password, choose security questions, and set up your child's account. Choose passwords and security questions that you can both remember.



9. Turn on Ask to Buy to approve all iTunes, Apple Books, and App Store purchases initiated by your child. You will be responsible for all charges to your account. Tap Next.



10. Review the Terms and Conditions. Tap Agree.

<https://support.apple.com/en-us/HT201084>

MANAGE YOUR CHILD'S ACCOUNT

Children enjoy the same Family Sharing features as other family members and, by default, can access the same music, movies, TV shows, books, and apps. You can limit what content your child can access on the devices they use. Set Restrictions or Parental Controls on an [iOS device](#).

[Ask to Buy](#) is enabled by default for children under 13. If you don't want to use Ask to Buy, you can turn it off:

On the Macbook

1. Go to Settings > [your name] > Family Sharing
2. Tap the child's name.

If you turn off Ask to Buy, the child is able to initiate purchases that are billed to your payment method without prior notification. Your child must remain part of your family group until they turn 13. However, if necessary, you can [transfer a child to a different family group](#).

USE SCREEN TIME ON YOUR MACBOOK

With Screen Time, you can access real-time reports about how much time you spend on your Macbook and set limits for what you want to manage.





Screen Time lets you know how much time you and your kids spend on apps, websites, and more. This way, you can make more informed decisions about how you use your devices, and set limits if you would like to.

Read on to learn how to turn on Screen Time, view your report and set limits, and [manage a child's device](#).

TURN ON SCREEN TIME

1. Go to Settings > Screen Time
2. Tap the name of the family member
3. Tap Turn On Screen Time, then Tap Continue
4. Select This is My [device], or This is My Child's [device]

You can now get a report about how you use your device, apps, and websites, any time you want.

If it's your child's device, you can set up Screen Time and create settings right on their device, or you can [use Family Sharing](#) to configure your child's device from your own device. Once you've set up your child's device, you can also use Family Sharing to view reports and adjust settings right from your own device.

With Screen Time, you can also create a dedicated passcode to secure settings, so only you can extend time or make changes. Make sure to choose a passcode different from the one used to unlock your device.

To change or turn off the passcode on your child's device:

1. Go to Settings > Screen Time
2. Tap [your child's name]
3. Tap Change Screen Time Passcode or Turn Off Screen Time Passcode 4.
Authenticate the change with Face ID, Touch ID, or your device passcode.

If you can't remember a restrictions passcode that you set on a previous version of iOS, or you forgot your Screen Time passcode, you need to erase your device, then set it up as a new device to [remove the passcode](#). Restoring your device from a backup won't remove your passcode.

VIEW YOUR REPORT AND SET LIMITS



Screen Time gives you a detailed report showing how your device is used, apps you've opened, and the websites you've visited. To see the report, go to Settings > Screen Time and tap See All Activity under the graph. From there you can see your usage, set limits for your most used apps, and see how many times a device was picked up or received a notification.

If you turned on Share Across Devices, you can view overall usage across devices that are signed in with your Apple ID and password.

<https://support.apple.com/en-us/HT208982>



MANAGE SCREEN TIME SETTINGS

Go to Settings > Screen Time. Then tap See All Activity, select the category in the list below and set limits. You can manage these settings with Screen time:



DOWNTIME

When you schedule Downtime in Settings, only phone calls and apps you choose to allow are available. Downtime applies to all of your Screen Time-enabled devices, and you get a reminder five minutes before it starts. If you set a Screen Time passcode, Downtime includes an additional setting: Block At Downtime. When you choose this setting and click Ask For More Time when Downtime starts, entering the passcode allows you to approve the app for 15 minutes, an hour, or all day. Child accounts can click One More Minute once or click Ask For More Time to send their request to the parent account for approval.



APP LIMITS

You can set daily limits for app categories with App Limits. For example, you might want to see productivity apps at work but not social networking or games. App Limits refresh every day at midnight, and you can delete them anytime.



ALWAYS ALLOWED

You might want to access certain apps, even if it's Downtime or if you set the All Apps & Categories app limit. Phone, Messages, FaceTime, and Maps are always allowed by default, but you can remove them if you want.



CONTENT & PRIVACY RESTRICTIONS

You decide the type of content that appears on your device. Block inappropriate content, purchases, and downloads, and [set your privacy settings with Content & Privacy Restrictions](#).





2023 APP LIST

We ask that the following apps be installed on your child's Macbook 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

	Dictionary.com https://apps.apple.com/us/app/dictionary-com-english-words/id308750436
	Kahoot https://itunes.apple.com/au/app/kahoot-play-create-quizzes/id1131203560?mt=8
	Minecraft Education Edition https://aka.ms/meeclientmacos
	Microsoft 365 suite of tools https://apps.apple.com/us/app-bundle/microsoft-365/id1450038993




	Microsoft Teams https://www.microsoft.com/en-au/microsoft-teams/download-app
	Canva: Design, Photo & Video https://apps.apple.com/au/app/canva-design-photo-video/id897446215
	Quizlet https://itunes.apple.com/au/app/quizlet-flashcards-study-tools/id546473125?mt=8



Music APP

	GarageBand https://www.apple.com/au/mac/garageband/
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MEDIA ARTS APPS

	iMovie https://apps.apple.com/us/app/imovie/id408981434?mt=12
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ASSESSMENT AND ADMINISTRATION APPS

	NAP Locked down browser (2023 Year 5 Students only) https://pages.assessform.edu.au/uploads/files/Release/NAP%20Locked%20down%20browser%20-%20Release%20-%205.3.0.pkg
	Webex Meetings https://www.webex.com/downloads.html