

Setting up – iPad Settings

Once Family Sharing is set up, complete these settings to optimise the iPad.



To optimise the use and function of your child's iPad at school and to support their learning, please ensure each of the below iPad settings is done prior to the start of the school year/term.

Step 1 - Parent/guardian Apple ID

Prior to creating Apple ID accounts, it may help to read how to: [Understand and control the personal information that you store with Apple.](#)

Please note after creating a parent/guardian Apple ID it is recommended to remain signed in as the parent until step 4 (this includes purchasing apps).

Please follow either step (a) or step (b) depending on whether you have already created a parental/guardian account.

(a) Create a parental/guardian Apple ID or;

To create a Parent/guardian Apple ID please follow this online guide provided by Apple: [How to create a new Apple ID.](#)

(b) Sign in using a parental/guardian Apple ID

If you already have an existing parental ID please sign in by going opening the "Settings" app and then in the top left-hand side of settings selecting "Sign into your iPad". If you have forgotten your password please follow this online guide provided by Apple: [If you forgot your Apple ID password.](#)

Step 2 – Purchase and install apps

It is recommended (but not required) to purchase apps while you are still signed in as a parent/guardian. Purchases can be shared with up to 6 family members by using Family Sharing purchase sharing (shown later during step 3).

Step 3 – Child Apple ID

Please follow step (a) or step (b) depending on whether you have already created a child account.

(a) Create a child Apple ID

To create a child Apple ID please follow this online guide provided by Apple: [Create an Apple ID for your child.](#) You can however

(b) Link an existing child Apple ID to your parental/guardian Apple ID through Family Sharing

If you already have an existing child Apple ID created previously before a parent account was required and you would like to invite them to Family Sharing group or move them from a different Family Sharing group to yours, please follow this online guide provided by Apple: [Move a child to another group using Family Sharing.](#)

Once a child is linked to your parent account you can now follow the various Apple Guides:

1. Share your location with your family: This may assist you to find a lost child's iPad.
2. How to share purchases with your family: this can be done simply from the parent account on the iPad by:
 1. Opening settings
 2. Tap your name or sign in with the parent account on the top left
 3. Open Family Sharing
 4. Open Purchase Sharing
 5. Enable
3. Approve what kids buy with Ask to Buy: This can prevent a child from purchasing apps without consent.

Step 4 – Screen Time Settings

The Screen Time and Apple ID passcode/passwords should not be known by your child. If your child knows either of these it would allow them to bypass all restrictions present on their device. If you are signed in as the parent on the child's iPad please sign out and then sign in using the child's Apple ID. This can be done from the settings app in the top left-hand side.

(a) - Basic Screen Time settings

While signed in as a child:

1. Open settings
2. Tap on Screen Time
3. Tap on your child's name
4. Turn on Screen Time
5. Tap "This is My Child's iPad"
6. Set Downtime at a minimum from 9am to 3pm (7pm at night to 3pm at the end of the next school day can help to curb unwanted night time access)
7. App Limits are recommended to be skipped (tap Not Now) as their settings also affect many various educational websites unintentionally, it is best to limit the recreational usage of an iPad by extending Screen Time hours effective duration, restricting physical access to the iPad or by utilising [Guided Access](#)
8. Tap Continue
9. Create a Screen Time passcode (this should only be known by parents and if necessary, by teachers)
10. If you would like to remove Screen Time from weekends you can do so by tapping Downtime and then tapping "Customise Days", tap back when finished customising

(b) - Always Allowed apps

All of the student's current year level apps should be added to the "Always Allowed" list (these are linked to from Step 2 - Purchase and install apps), tap back when finished.

1. Add year level app list to always allowed apps
2. Additional in-built apps to be added are:

App Store	Mail	Reminders	Voice Memos
Books	Notes	Shortcuts	
Calendar	Photo Booth	Tips	
Camera	Photos	Translate	

Apps to be removed from Always Allowed:

- Messages
- Facetime

(c) Open Content and Privacy Restrictions

1. Enable Content & Privacy Restrictions
2. Open iTunes and App Store Purchases set all items to Don't Allow and "Always Require" for making purchases, tap back
3. Open "Content Restrictions" set the following settings:
 - Music, Podcasts and News - Clean
 - Movies - PG
 - TV Shows - PG
 - Apps - 17+ (this is to allow some of the school apps to function)
 - Web Content - Limit Adult Websites
 - tap back to finish
4. Please disable Mobile Data Changes to ensure your child can not use mobile data once it has been turned off before school
5. Please ensure Bluetooth remains enabled (this is so that student iPads can connect to robots used in STEM classes)

Step 5 – iPad Settings

(a) Name your child's iPad

Name your child's iPad with their name and class. E.g. Frank Black 3B

1. Settings
2. General
3. About
4. Name

Also, write your child's name on the outside of the case/protective cover. Taking a photo of your student and saving it as their locked screen also helps with finding the owner of a missing iPad.

(b) Lock Screen passcode

All BYOD iPads must have a lock screen passcode.

1. Settings
2. Touch ID & Passcode
3. About
4. Name

Please set the passcode by asking your teacher what is used in that class. Notes:

- If you set up using 'Fingerprints', please make sure your child still knows the passcode.
- For iPad Pros, this is found under Face ID & Passcode.

(c) Lock Screen Photo

Please add a photo of your child to the "Lock Screen" of your child's iPad so it is easily identified if left unattended.

1. Take a photo of your child using the Camera App.
2. Settings
3. Wallpaper
4. Choose a New Wallpaper
5. Recent
6. Select the photo of your child
7. Set
8. Set Lock Screen

(d) Enable Airdrop

Students will use Airdrop in class to send and receive work.

1. Settings
2. General
3. Airdrop
4. Everyone

Note: Please also make sure that Airdrop is enabled when setting up Family Sharing.

(e) Enable Multitasking gestures

This allows for the various gestures and extra functionality of the iPad.

1. Settings
2. Home Screen & Dock
3. Multitasking
4. Allow Multiple Apps and Gestures (select each function to green).

(f) Enable Speak Selection

This supports students by allowing the device to read words aloud that they may not know.

1. Settings
2. Accessibility
3. Spoken Content
4. Speak Selection (Slide to green = on)

Note: You may wish to adjust the 'Speaking Rate'.

(g) Enable Dictation

This feature allows spoken words to be converted to written text. It is very accurate these days and saves a lot of time by unnecessary typing.

1. Settings
2. General
3. Keyboard
4. Enable Dictation (Slide to green)

(h) Enable Dictionary

This allows the built-in dictionary to give the definitions of words.

1. Settings
2. General
3. Dictionary
4. British English

NOTE: Set British English for Oxford Dictionary and Thesaurus. You may also wish to add the Apple Dictionary.

(i) Disable iCloud Synchronisation

iCloud is blocked at schools within Education Queensland. By default, iPads will shift app data to iCloud to save space on the device when it is at home. If this occurs at home, when the student gets to school they will not be able to access their work. To ensure that students can access their work at school, please adjust the settings for Pages, Keynote and Numbers

so that the any documents your child creates is stored on their iPad (and not in iCloud). Please follow the below steps for each app (Pages/Keynote/Numbers)

1. Settings
2. Scroll down until you can see the relevant app settings on the left-hand side for Pages/Keynote/Numbers
3. Document Storage
4. On My iPad

To disable iCloud synchronisation on all other apps

1. Settings
2. Apple ID
3. iCloud
4. Disable all school apps (select to grey)