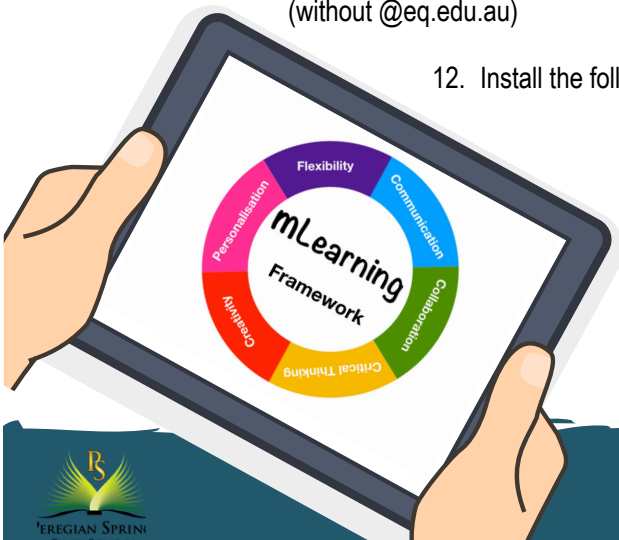


GETTING YOUR DEVICE SCHOOL READY

Macbook

Setting up Your MacBook for School Use – A Quick Guide.

1. Get a top and bottom cover to protect your MacBook from scratches and accidental drops.
2. **Prepare the MacBook before giving it to your child.**
 - The parent/guardian should have an administrator account on the MacBook.
 - The password for the administrator account should not be supplied to the child.
3. Upgrade your MacBook to the latest operating system version **macOS Catalina** version 10.15.1.
4. Sign in to your **Apple ID** or **create a new Apple ID in System Preferences** on the MacBook.
 - Once signed in, under iCloud disable iCloud Drive etc., for your Apple ID
 - Leave Find My Mac enabled
5. **Configure Family Sharing** on the MacBook and **create an Apple ID for the child.**
6. **Configure Screen Time settings.**
 - Turn on Content and Privacy Restrictions (Recommended)
 - Under Content, select limit adult websites and unselect Allow Explicit Language...
 - Under Stores, set PG for Movie, TV Shows, Apps, and unselect Explicit Books, etc.
 - Turn on Downtime and schedule appropriate screen downtime (Recommended)
7. **Create a Standard User Account** for the child in Users and Groups.
8. Log out on the MacBook and Log in **using the child computer** account you created in Step 7.
9. During first log in, when prompted for Apple ID, sign in with child Apple ID created in Step 5 and proceed through prompts.
10. Open App Store and Sign in using child's Apple ID
11. **Install Microsoft Office 365 for Mac.**
 - In the App Store search for and install Microsoft Office 365
 - Once downloaded and installed open Microsoft Word and Sign in using child's school email address, username@eq.edu.au
 - When redirected to the Department of Education and Training site, enter child's school username and password (without @eq.edu.au)
12. Install the following additional software from the App Store
 - i. Pages, Keynote, Numbers, iMovie & GarageBand
13. The child will be able to connect to the school WI-FI using their school username and password.



Check out the school website for further information.