

Mac Guide: Setting up a new MacBook for School

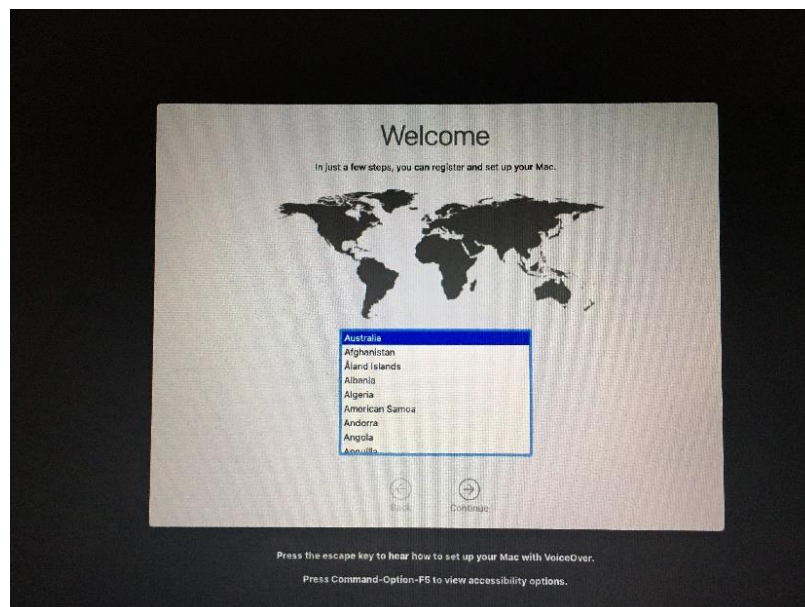
This document is intended for parents and carers that have children that will be bringing their own MacBook device to Peregrin Springs State School for use in Year 5 or Year 6 in 2020.

Please note, the screenshots in this guide are from macOS Catalina version 10.15.1. If you have an earlier version, then the start-up messages shown below in Part 1 may not be precisely the same as the ones you encounter but will nevertheless be very similar. However, you will need to upgrade to macOS Catalina through the App Store app before you will be able to do Parts 2, 3 & 4.

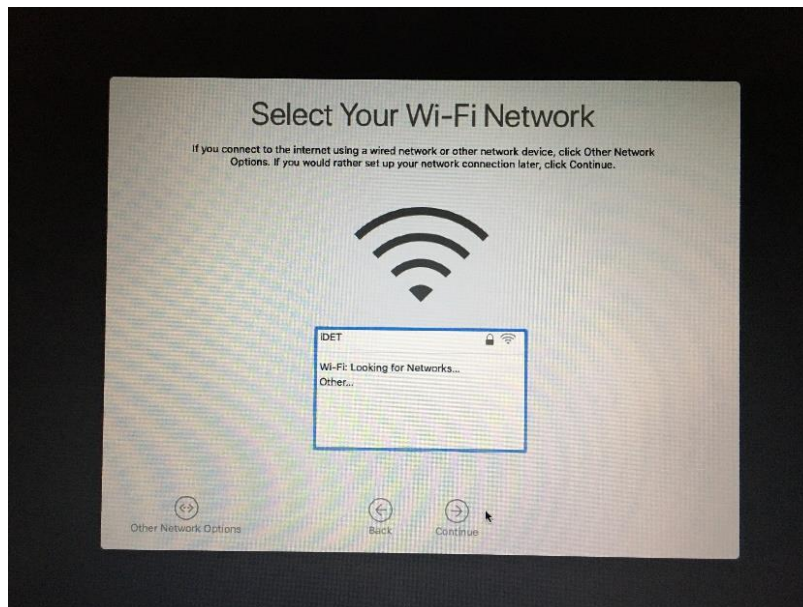
If the MacBook you are wanting to configure has already been set up for use for the child, but the parent/carer has not been set up on it as an administrator, then jump ahead to *Part 5* to create a new macOS account for the parent/carer, then log on with that account, and go back to *Part 2* and proceed from there.

1. Prepare the MacBook for first use

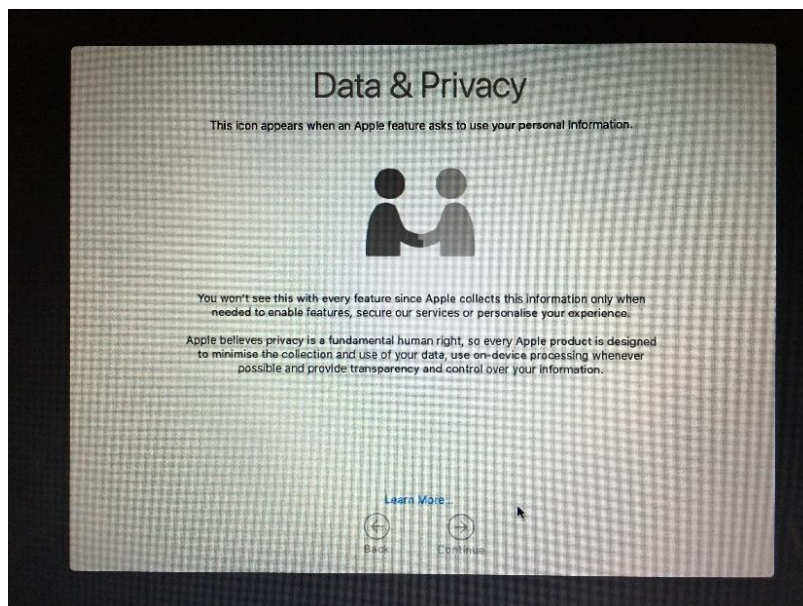
Before giving a laptop computer to your child you should prepare the MacBook and create your own account on the device. If it is a new MacBook or one that has been wiped clean for an out of box experience, then follow the steps below:



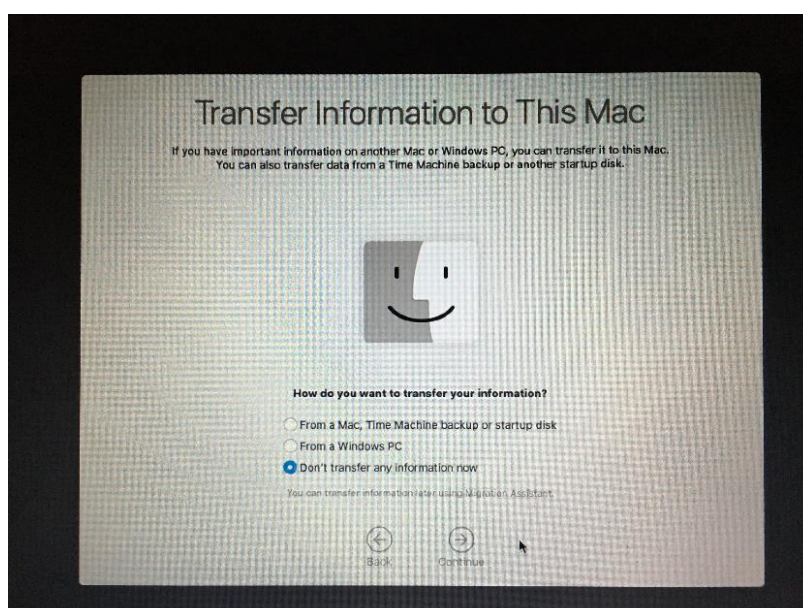
Turn on the MacBook. Upon starting, you will be prompted to select the country in which it is being used, select Australia and then click **Continue**.



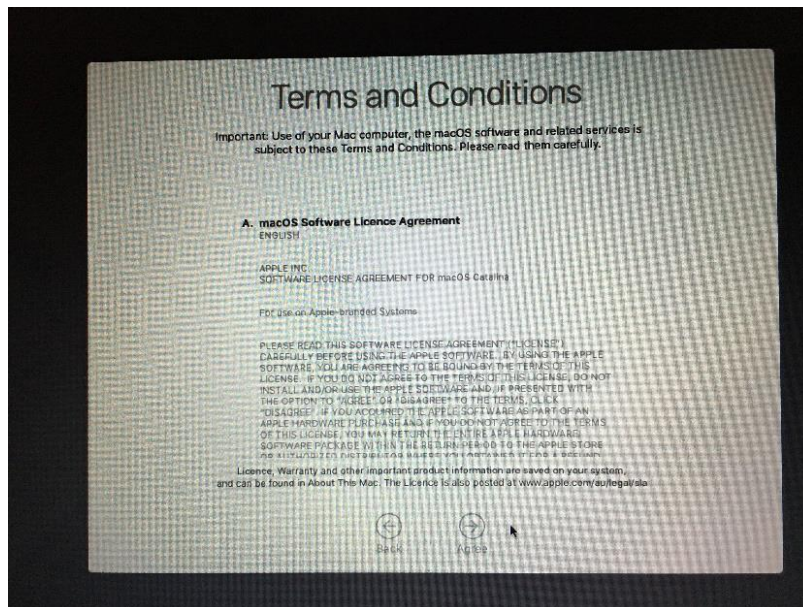
You will be prompted to connect to your Wi-Fi network. Select *your* network and enter the password, then **Continue**.



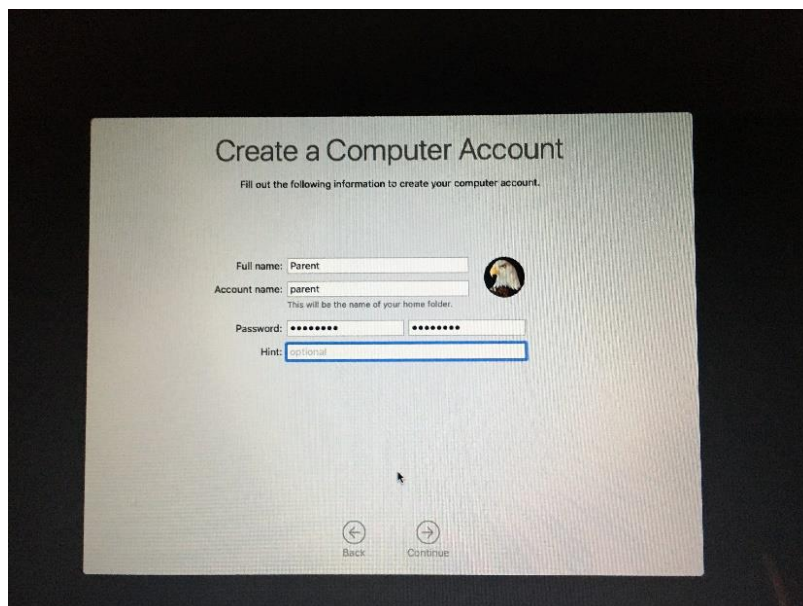
You will be shown data & privacy information, click on *Learn More* if you want more information, otherwise click **Continue**.



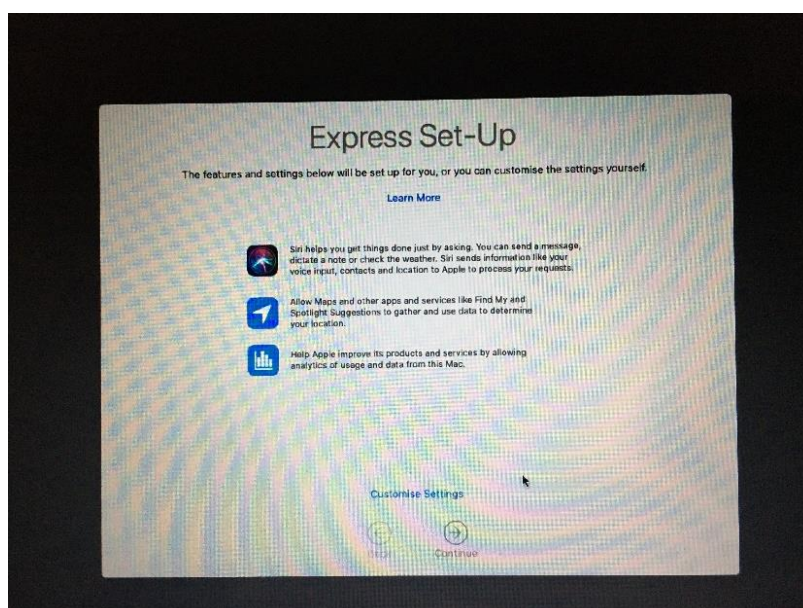
If you have data to copy over from another Mac or PC, you can do that at a later stage using *Migration Assistant*, but for now choose “Don’t transfer...” and click **Continue**.



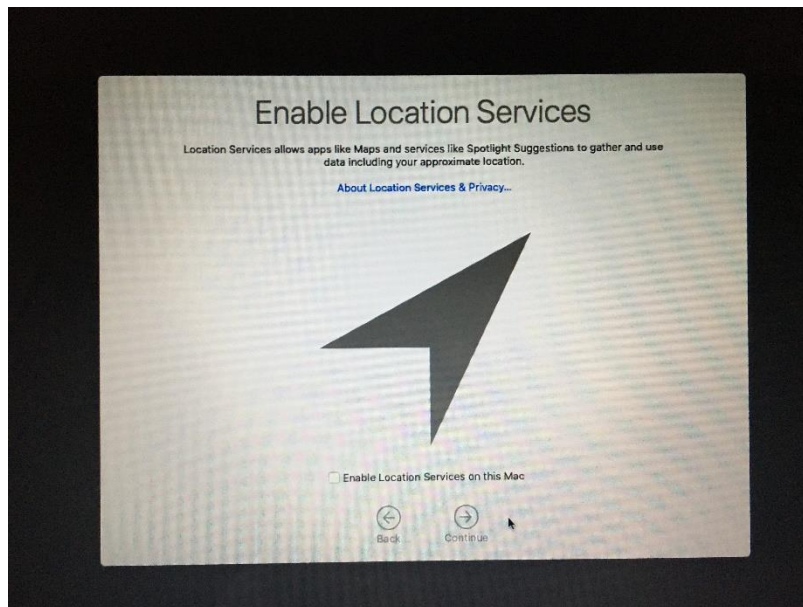
You will be prompted to accept Apple's terms and conditions by clicking **Agree**.



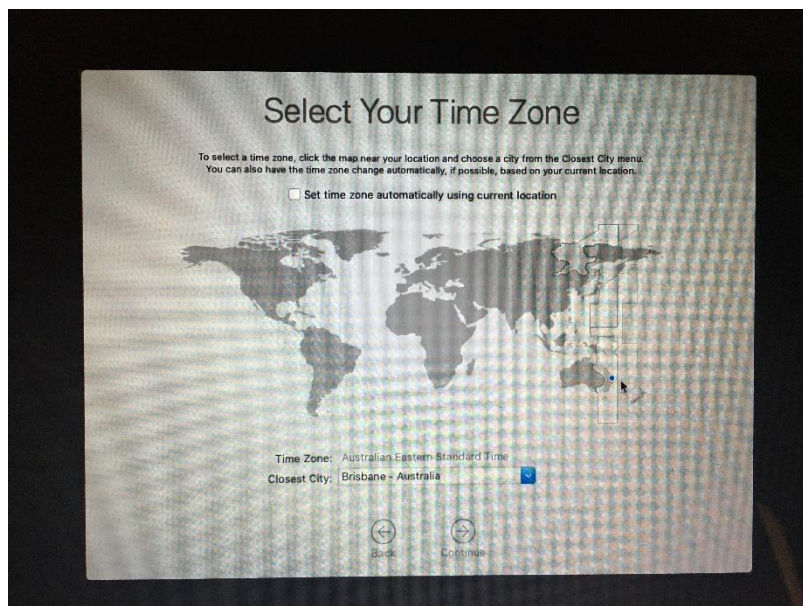
The computer account that is created here is an administrator account. This account should be a *parent/carer* account, and not the child's account. Enter a Name and Password then Click **Continue**.



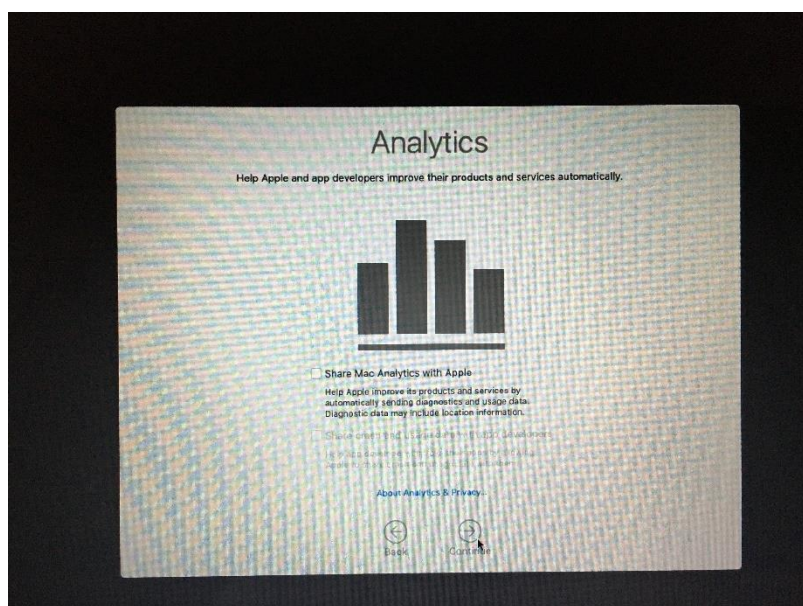
The remaining screens can be by-passed by clicking *Continue*, but to configure additional settings click **Customise Settings**.



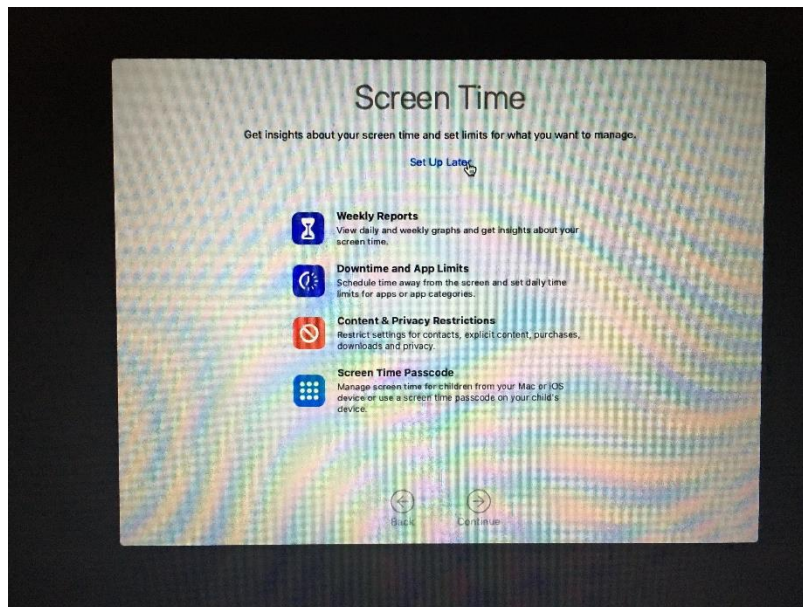
Location services is required by Apple's iCloud 'Find My Mac' service, so it's advisable to leave enabled and click **Continue**.



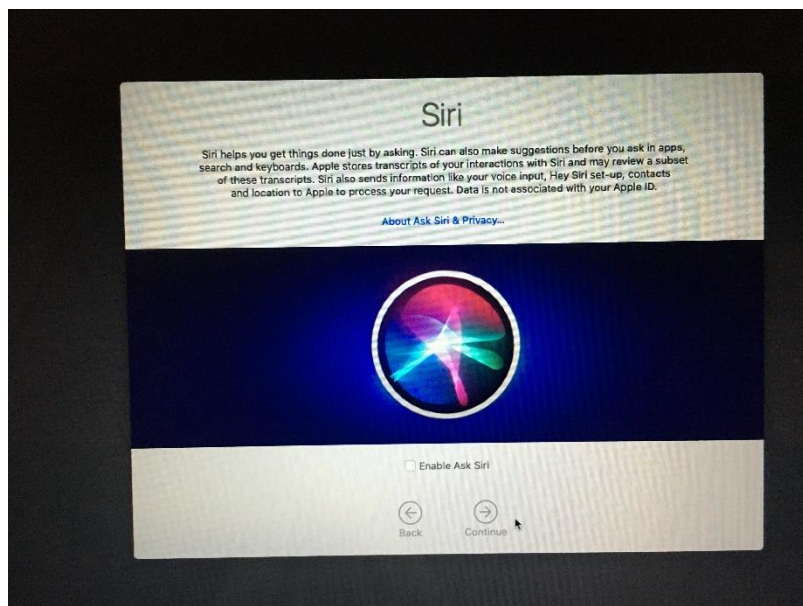
If the time zone is not automatically detected, you can select it and click **Continue**.



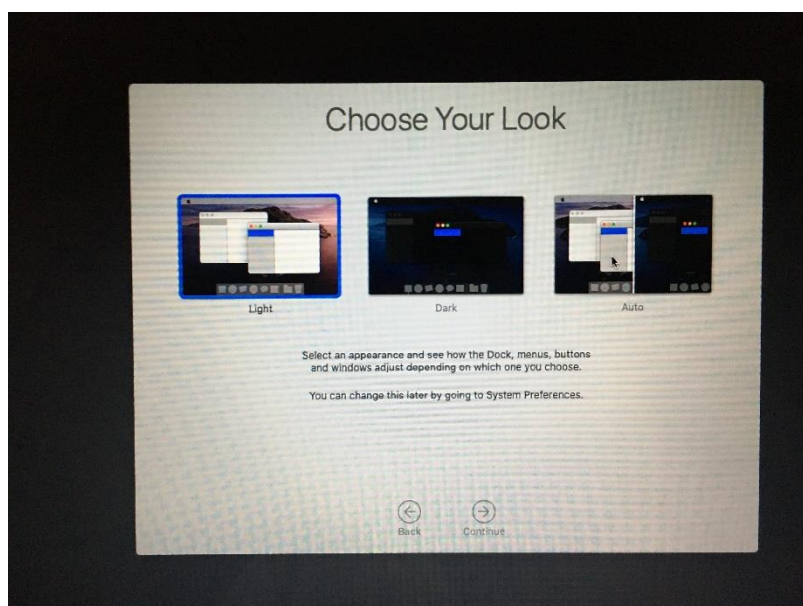
Untick 'Share Mac Analytics with Apple', then click **Continue**.



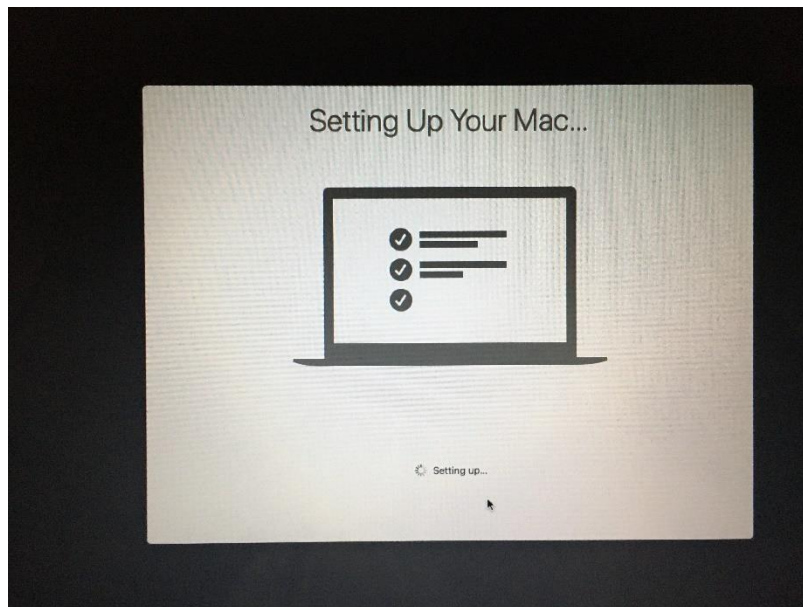
Screen Time should be set up later for the child's account, so for now click **Set Up Later**.



It is recommended that Siri be disabled for school use. Uncheck the box then click **Continue**.



Choose your preferred look, then click **Continue**.



Wait a minute while set up finishes...



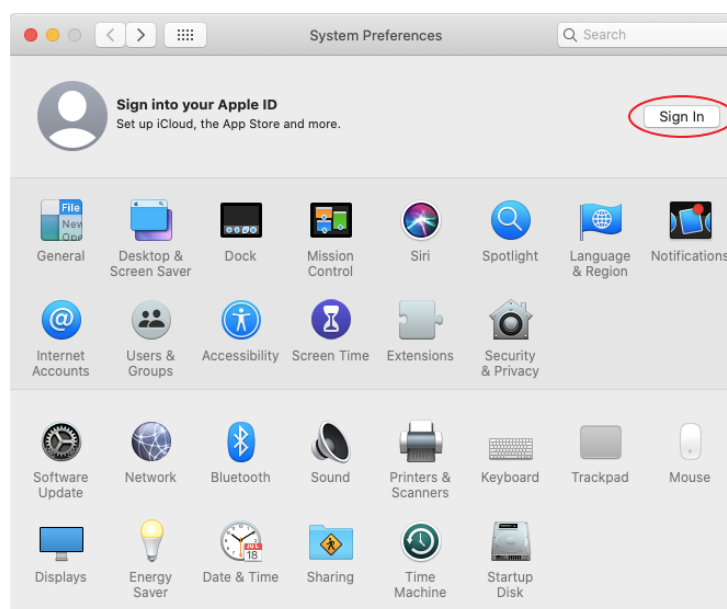
Once set up is complete, it will display the macOS desktop.

2. Create an Apple ID for parent/carer (or Sign In if you already have one)

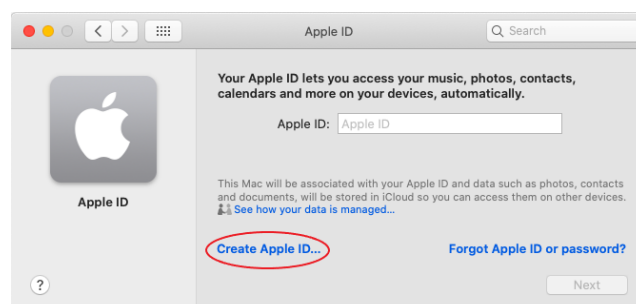
The parent/carer will need an Apple ID to be able to use Family Sharing and Screen Time. Screen Time contains Apple's inbuilt parental controls for iPads and is now also available on Macs (in macOS Catalina). It is recommended that Screen Time be configured on your child's MacBook. An Apple ID can be created using a web browser from any computer by going to the Apple website <https://appleid.apple.com> or it can be created directly on the MacBook itself – as shown below:



Click on the **Apple** menu, and then on **System Preferences**.



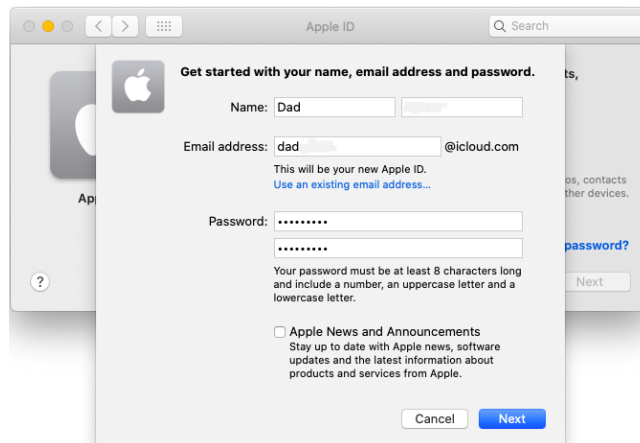
Click on **Sign In**.



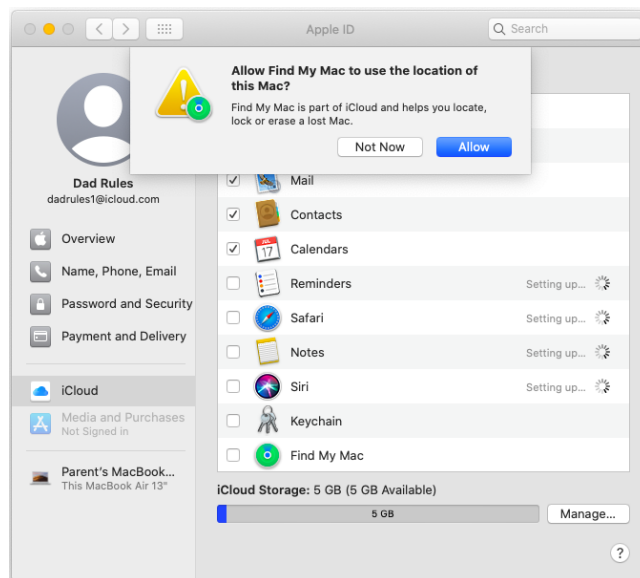
Enter your Apple ID to sign in if you already have one, otherwise click on **Create Apple ID...**



Enter your date of birth and click **Next**



Enter your name and an existing email address (or get a new iCloud email address). After clicking **Next**, you will also be asked for your address and phone number, etc. A credit card is not required at this stage, but you will be asked to verify your Apple ID account with a credit card when setting up Family Sharing later.



Once you have signed in with your Apple ID (existing or newly created) it will enable iCloud and ask if you want to allow *Find My Mac* to use your location. We recommend you click **Allow**, and then untick all other items on the list – otherwise it can take up extra space on the local storage drive.

3. Create an Apple ID for your child

If you already have an Apple ID *but* your child *does not*, then you can create one for them using Family Sharing on an iPhone, iPad, or using Family Sharing directly on the MacBook itself – as shown below:



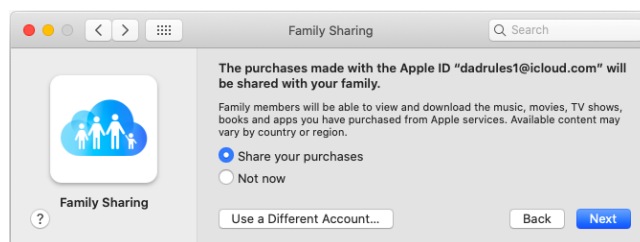
Go to **System Preferences** again or click back [<] if still in Apple ID settings, then click on **Family Sharing**.



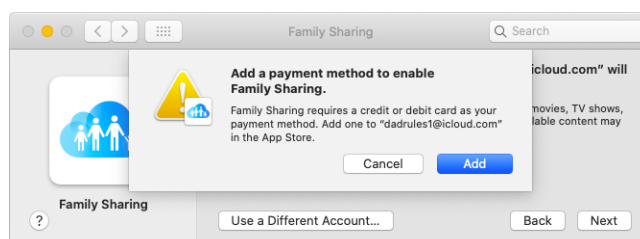
Click **Next**.



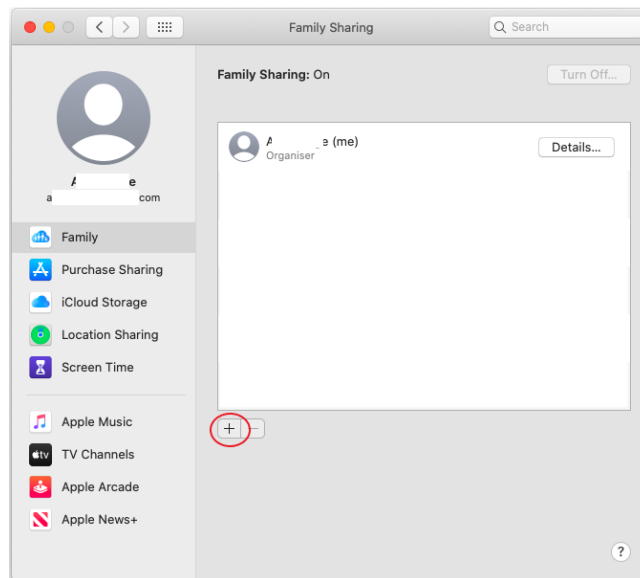
Click **Next** again.



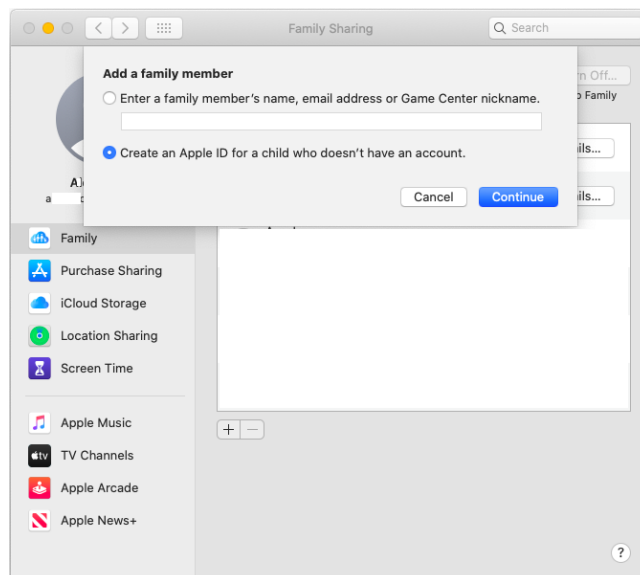
Leave 'Share your purchases' selected and click **Next** once more.



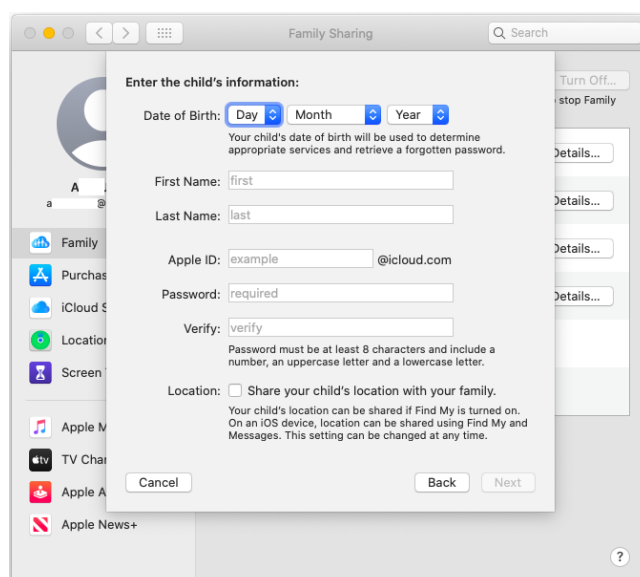
Here you will be required to add a credit card. Click **Add** and follow the prompts on the subsequent App Store pop-up to complete the process.



Once a credit card has been added, **Turn On** Family Sharing and then click **+** to add a family member.



If the child does not already have an Apple ID account, select **“Create an Apple ID...”** and click **Continue**.



Enter your child's details and click **Next** and complete the account creation.

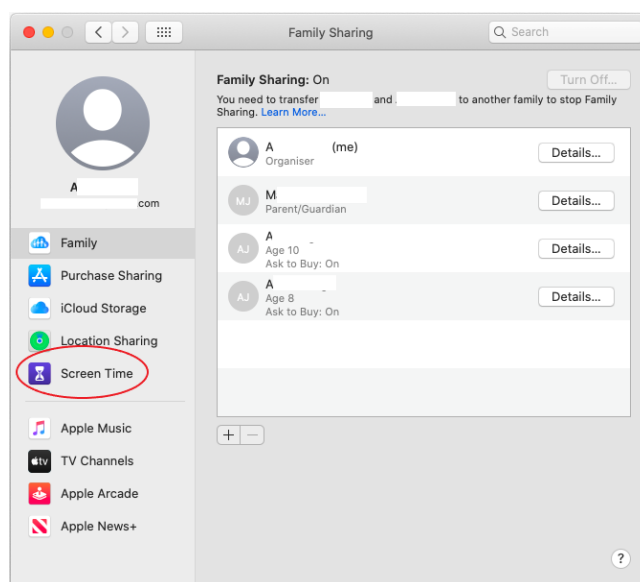


Repeat the above steps for any additional family members required and they will be added to the list.

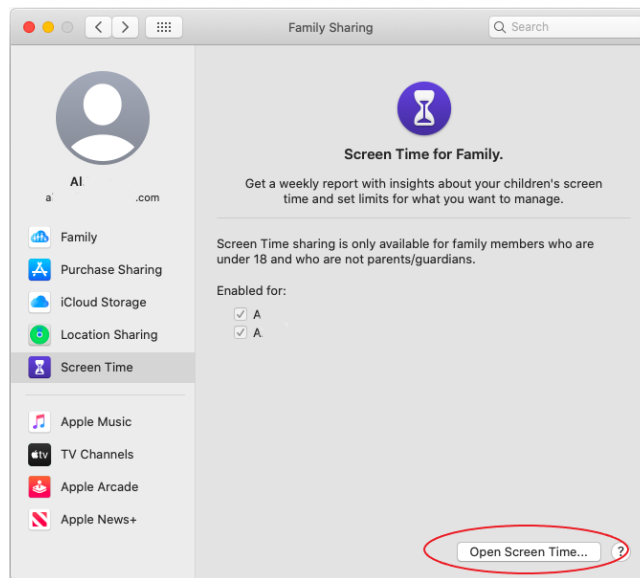
Once your child has been added to your Family Sharing, you can then move onto configuring Screen Time.

4. Configure Screen Time for your child

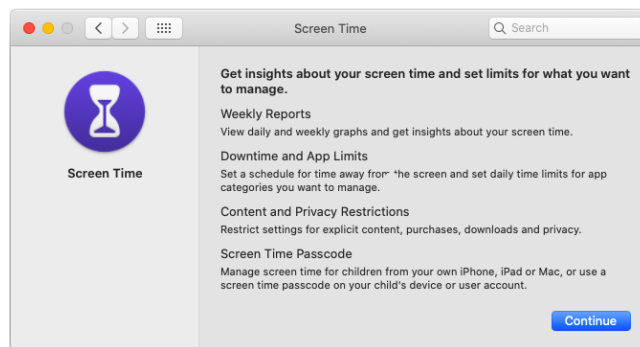
Screen Time replaced Apple's Parental Control settings from previous versions of macOS. As the name implies, Screen Time can monitor a user's screen time, but it can also restrict usage and content. The school recommends that the child's MacBook have Screen Time configured. Keep in mind however, that it is not a replacement for parental supervision when the child's MacBook is used at home. Screen Time can be configured from an iPhone, iPad, or on the MacBook itself – as shown below:



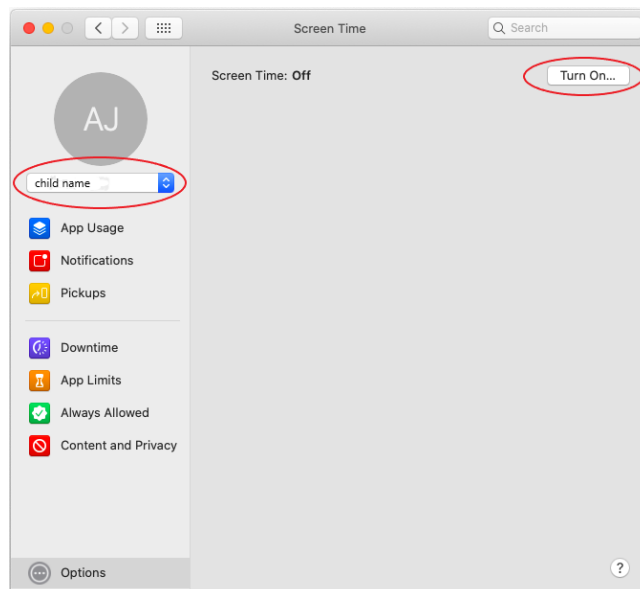
Screen Time can be accessed from **System Preferences** or from within **Family Sharing** by clicking **Screen Time...**



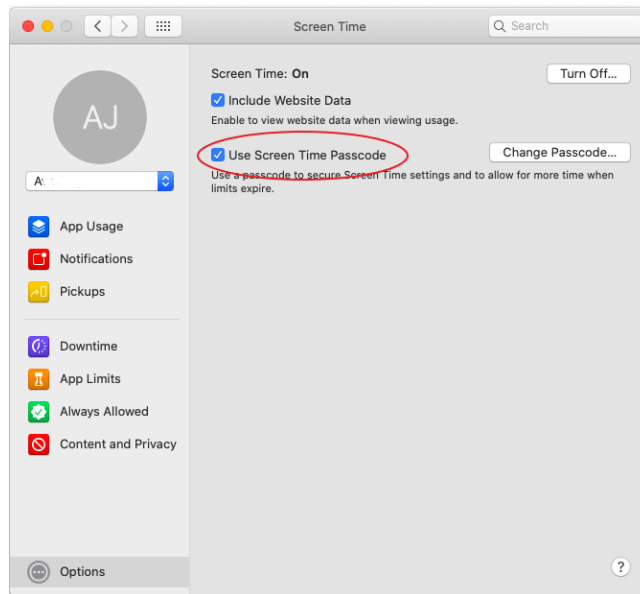
...and then clicking **Open Screen Time**.



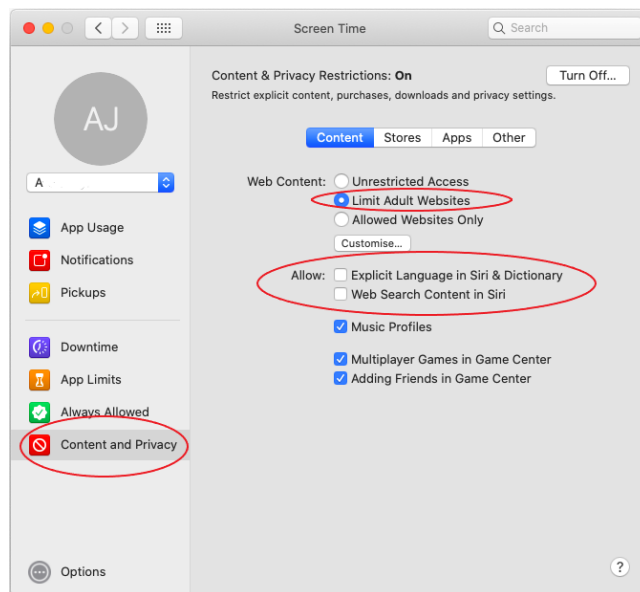
Click **Continue**.



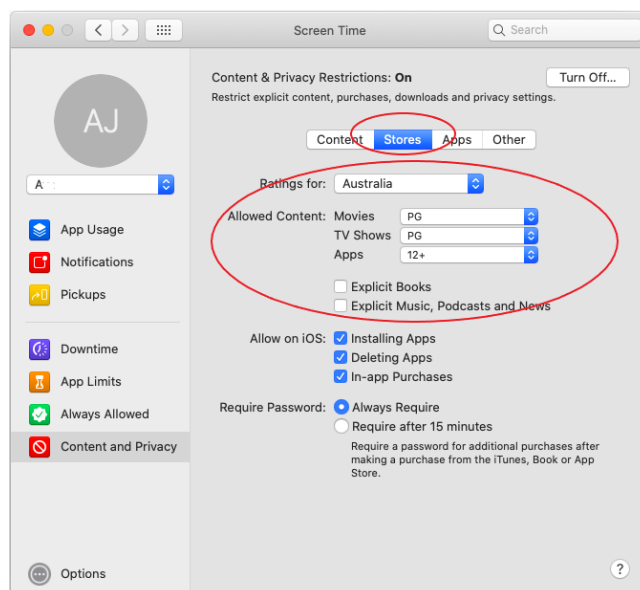
Select the child's name from the drop-down list on the left, then click **Turn On**.



Tick the box **Use Screen Time Passcode** and set a secret passcode that the parent/carer can use to authorise changes.



Click on **Content and Privacy** and then on **Turn On**. Then configure **Content** settings as shown above.



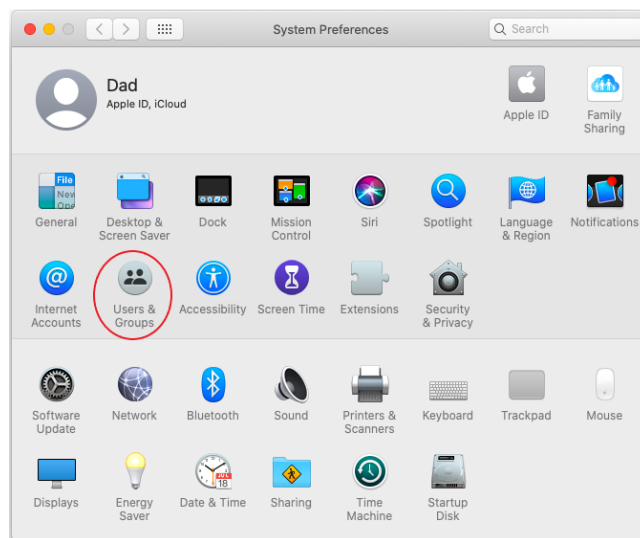
Select **Stores** and configure accordingly. The required settings for use at School are shown above.

Feel free to explore some of the different settings within Screen Time such as Downtime and App Limits. Once Screen Time is configured to your satisfaction, the child's app usage and screen time can be viewed from any Apple device that you are logged in with your Apple ID, which also has the Screen Time app.

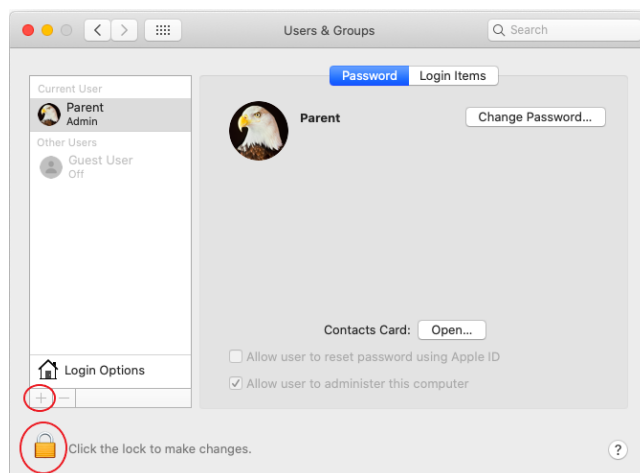
Note: You need to be aware that when any new updates are applied to your Screen Time enabled devices, such as MacBook, iPad or iPhone, it has the potential to turn off Screen Time. Therefore you should check Screen Time after any updates.

5. Create a new macOS account

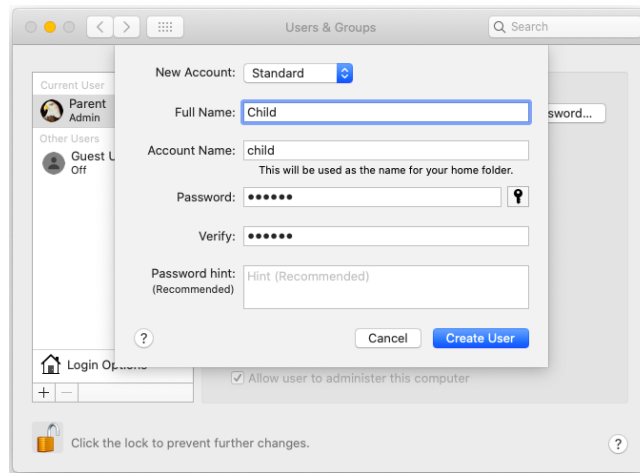
The next step is to create an account on the MacBook for your child. This can be done as follows:



Go to **System Preferences** then click on **Users & Groups**.

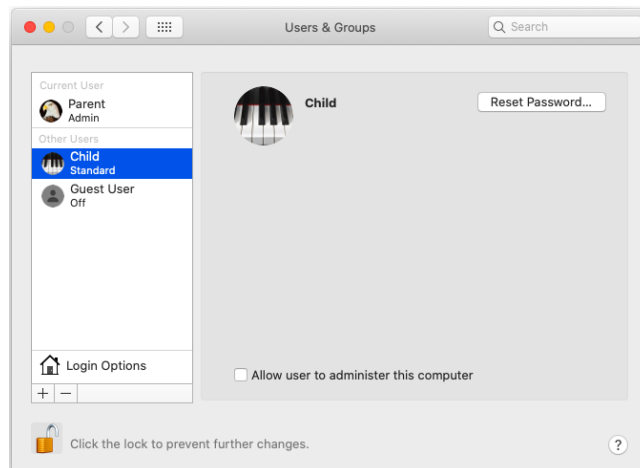


Click on the **lock**, enter your macOS account password to unlock settings, and then click on **+**.



For a child, set New Account to **Standard** and enter a *Name* and *Password* for the account, then click **Create User**.

Note: If you are creating an account for a parent/carer, set New Account to *Administrator* instead. After the account is created, log-out and log back in with your new macOS account, and proceed from Part 2.



The newly created account will appear on the list of users.

6. Log-in to MacBook with child's macOS account

Once you have created a macOS user account for your child, log out from the parent/carer account on the MacBook, then log-in with the child account that you just created in Part 5. During the first time log-in you will be prompted to sign-in to an Apple account using an Apple ID – sign-in with the child's Apple ID created in Part 3. The Screen Time settings set up in Part 4 will be automatically applied, but it is a good idea to go and check the settings and amend if necessary, by going to System Preferences > Screen Time.

7. Install required software

The last step required is to install all the required software on the MacBook. Open the **App Store** app and search for and *install* the following:

Pages, Keynote, Numbers, iMovie, GarageBand, and Office 365 (note: the student id and password will be required to activate Office 365, this can be obtained from their teacher)

Congratulations! You have finished preparing the MacBook and it is now ready to be handed to the child for use at Peregrin Springs SS in 2020. If you require assistance with any of the above, please contact the School.