Mac Guide: Setting up a new MacBook for School

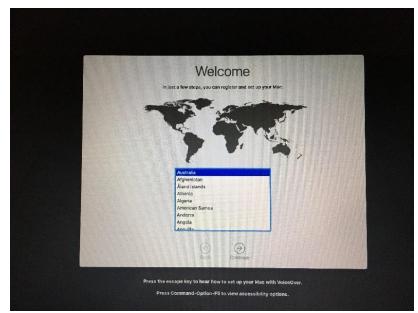
This document is intended for parents and carers that have children that will be bringing their own MacBook device to Peregian Springs State School for use in Year 5 or Year 6 in 2020.

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.

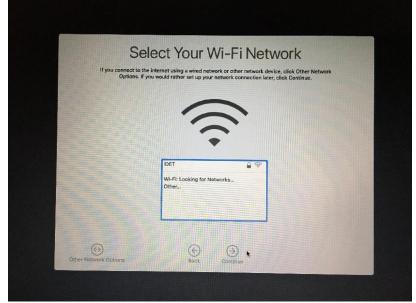
If the MacBook you are wanting to configure has already been set up for use for the child, but the parent/carer has not been set up on it as an administrator, then jump ahead to *Part 5* to create a new macOS account for the parent/carer, then log on with that account, and go back to *Part 2* and proceed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

1. Prepare the MacBook for first use

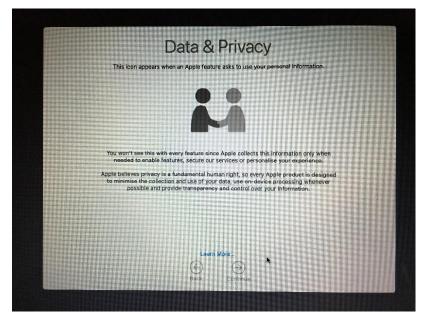
Before giving a laptop computer to your child you should prepare the MacBook and create your own account on the device. If it is a new MacBook or one that has been wiped clean for an out of box experience, then follow the steps below:



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**.



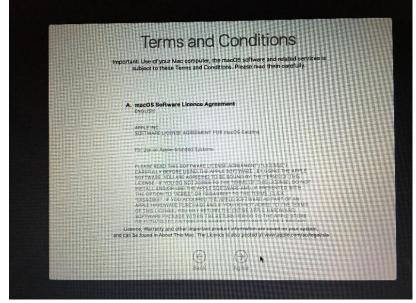
You will be prompted to connect to your WI-FI network. Select *your* network and enter the password, then **Continue**.



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



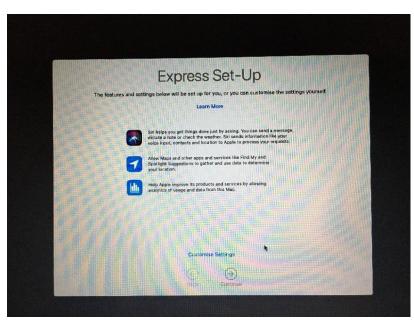
If you have data to copy over from another Mac or PC, you can do that at a later stage using *Migration Assistant*, but for now choose "Don't transfer..." and click **Continue**.



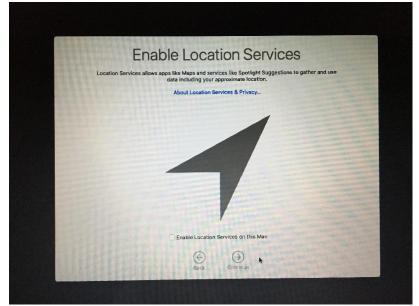
You will be prompted to accept Apple's terms and conditions by clicking Agree.

	the following informatic		Account mputer account.	
Full nan Account nan	ne: Parent		0	
Passwoi Hi	This will be the name o	f your home folder.		

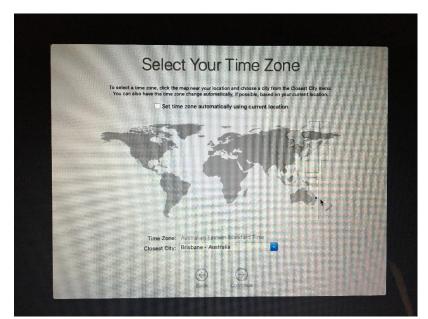
The computer account that is created here is an administrator account. This account should be a *parent/carer* account, and not the child's account. Enter a Name and Password then Click **Continue**.



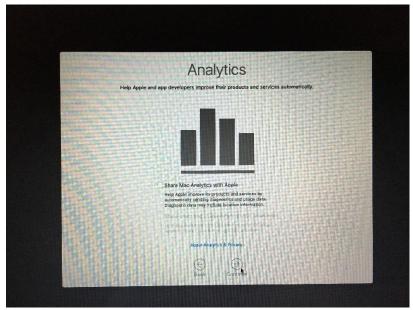
The remaining screens can be by-passed by clicking Continue, but to configure additional settings click Customise Settings.



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



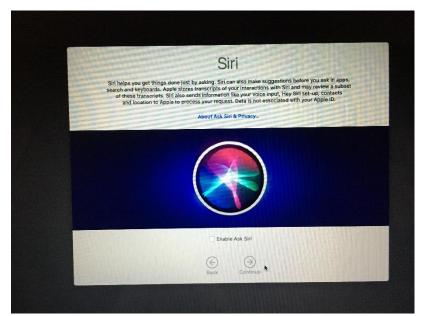
If the time zone is not automatically detected, you can select it and click Continue.



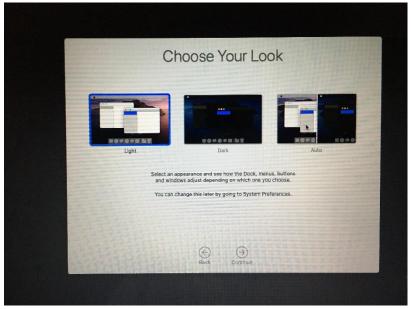
Untick 'Share Mac Analytics with Apple', then click Continue.



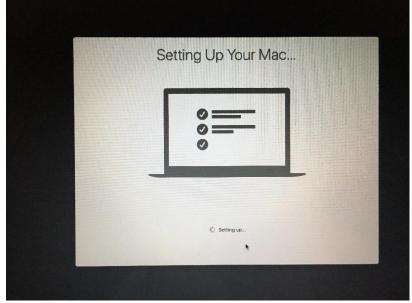
Screen Time should be set up later for the child's account, so for now click Set Up Later.



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...



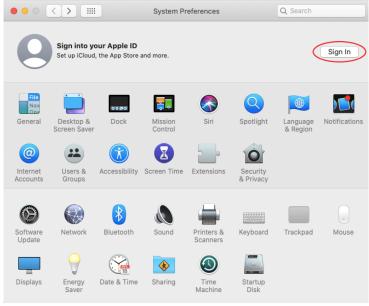
Once set up is complete, it will display the macOS desktop.

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.



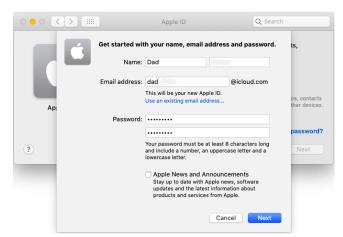
Click on Sign In.



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.

○ ● ○ 〈 〉 Ⅲ	Apple ID	Q Search
e	Allow Find My Mac to use the location of this Mac? Find My Mac is part of iCloud and helps you locate lock or erase a lost Mac. Not Now	ə,
Dad Rules dadrules1@icloud.com	Mail	
	Contacts	
Overview	Calendars	
Name, Phone, Email	Reminders	Setting up 🍀
Password and Security	🗆 🧭 Safari	Setting up
Payment and Delivery	Notes	Setting up
iCloud	🗆 👩 Siri	Setting up
Media and Purchases Not Signed in	🗆 🙀 Keychain	
Parent's MacBook	🗆 🧿 Find My Mac	
This MacBook Air 13	iCloud Storage: 5 GB (5 GB Available)	
	5 GB	Manage
		?

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:

•••	<>		System Pr	references		QBearch	
9	Dad Apple ID, iClo	aud				Apple ID	Family Sharing
General	Desktop & Screen Saver	Dock	Mission Control	Siri	Q Spotlight	Language & Region	Notifications
Internet Accounts	Users & Groups	Accessibility	Screen Time	Extensions	Security & Privacy		
Software Update	Network	Bluetooth	Sound	Printers & Scanners	Keyboard	Trackpad	• Mouse
Displays	Energy Saver	Date & Time	Sharing	Time Machine	Startup Disk		

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

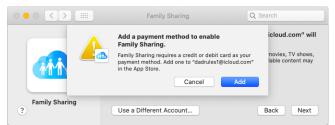




Click Next again.



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.

	Family Sharing	Q Search
	Family Sharing: On	Turn Off
	Organiser [□] [⊕] (me)	Details
a com		
Family		
Purchase Sharing		
iCloud Storage		
 Location Sharing 		
Screen Time		
🎵 Apple Music	(+)-	
etv TV Channels		
Apple Arcade		
N Apple News+		
		?

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

••• < > IIII	Family Sharing	Q Search
Add a family m O Enter a family	ember y member's name, email address or Game C	n Off Senter nickname. > Family
• Create an Ap	ple ID for a child who doesn't have an acco	
a c	Canc	el Continue ils
4 Family		
Purchase Sharing		
 iCloud Storage Location Sharing 		
Screen Time		
🎵 Apple Music	(+ -)	
tv TV Channels		
🎂 Apple Arcade		
N Apple News+		?

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

	Enter the child's	information:	Turn Off.
	Date of Birth:	Day ᅌ Month ᅌ Year ᅌ	stop ranniy
		Your child's date of birth will be used to determine appropriate services and retrieve a forgotten password.	Details
A	First Name:	first	
a @	Last Name:	last	Details
Family	Apple ID:	example @icloud.com	Details
Purchas	Password:	required	Details
 Location 	Verify:	verify Password must be at least 8 characters and include a	
Screen	Location:	number, an uppercase letter and a lowercase letter.	
Apple N		Your child's location can be shared if Find My is turned on. On an iOS device, location can be shared using Find My and Messages. This setting can be changed at any time.	
tv TV Char			
🎍 Apple A	Cancel	Back Next	

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

••• <> ===	Family Sharing	Q Search
	Family Sharing: On You need to transfer and . Sharing. Learn More	Turn Off to another family to stop Family
	A (me) Organiser	Details
A	MJ Parent/Guardian	Details
🚯 Family	Age 10 Ask to Buy: On	Details
A Purchase Sharing	A	Details
iCloud Storage	Age 8 Ask to Buy: On	Details
o Location Sharing		
Screen Time		
🎵 Apple Music	+ -	
etv TV Channels		
Apple Arcade		
N Apple News+		
		?

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.

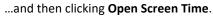
4. Configure Screen Time for your child

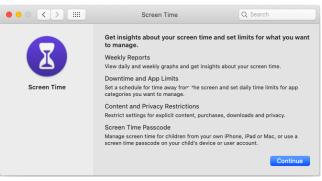
Screen Time replaced Apple's Parental Control settings from previous versions of macOS. As the name implies, Screen Time can monitor a user's screen time, but it can also restrict usage and content. The school recommends that the child's MacBook have Screen Time configured. Keep in mind however, that 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:



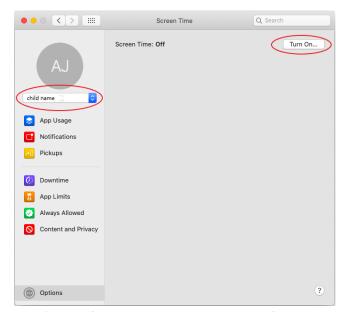
Screen Time can be accessed from System Preferences or from within Family Sharing by clicking Screen Time...







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.

••• <> ==	Screen Time	Q Search
AJ	Content & Privacy Restrictions: On Restrict explicit content, purchases, downloads a Content Stores Ar	Turn Off and privacy settings. ops Other
A standard 🗘	Web Content: Unrestricted Acce	
App Usage	Limit Adult Websit Allowed Websites Customise	
Notifications	Allow: Explicit Language	in Siri & Dictionary
Pickups	Web Search Conte	·)
 Downtime App Limits Always Allowed Content and Privacy 	 Music Profiles Multiplayer Game Adding Friends in 	
Options		3

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

••• < >	Screen Time	Q Search
AJ	Content & Privacy Restrictions: On Restrict explicit content, purchases, downloa Content Stores	Apps Other
Atta	Batings for: Australia	
App Usage	Allowed Content: Movies PG TV Shows PG Apps 12+	
Notifications		
Pickups	Explicit Books	Podcasts and News
Downtime	Allow on iOS: 🗹 Installing Apps 🗸 Deleting Apps	
App Limits	🗹 In-app Purcha	ses
Always Allowed	Require Password: 💿 Always Require Require after 1	
Ontent and Privacy		ord for additional purchases after se from the iTunes, Book or App
Options		?

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.

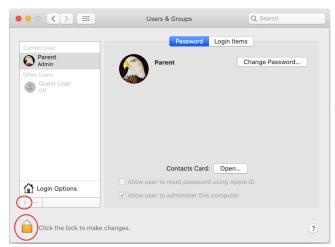
Note: You need to be aware that when any new updates are applied to your Screen Time enabled devices, such as MacBook, iPad or iPhone, it has the potential to turn off Screen Time. Therefore you should check Screen Time after any updates.

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 +.

Current User	Eull Marray		
Admin 🕹	Full Name:	Child	sword
Other Users Guest L	Account Name:	child	
Off		This will be used as the name for your home folder.	
	Password:	••••••	
	Verify:	••••	
	Password hint: (Recommended)	Hint (Recommended)	
~	?	Cancel Create User	
Login Op		Allow user to administer this computer	

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.

••• < > ==	Users & Groups	Q Search
Current User Parent Admin	Child	Reset Password
Other Users	ΨΨ	
Guest User Off		
Login Options	Allow user to administer this comp	puter
Click the lock to preve	ent further changes.	?

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 Peregian Springs SS in 2020. If you require assistance with any of the above, please contact the School.