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1. The Digital World

Our students are living in a world where they have immediate access to information anytime and anywhere.

With digital learning, every student can access high quality and rigorous instruction, thereby maximising their opportunity for success in school and beyond.

*The Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008)* recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

2. School ICT Vision

Mackay North State High School is committed to equipping our students for the future through innovation, creativity, collaboration and personal success in their learning using ICTs.

We aim to also provide the best practice teaching that enables, enhances and transforms student learning and outcomes through the use of ICTs.
3. What is a BYOx iPad program?

Bring Your Own ‘x’ (BYOx) is a new pathway supporting the delivery of 21st Century learning. Bring Your Own ‘x’ (BYOx) is an initiative that will allow students who have an iPad device to bring them to school and use them for educational purposes to meet their learning needs under the direction of a teacher or administrator.

4. Why do we need a BYOx program?

The centrally driven and supported model for the supply of technology resources in education is no longer a model which can be provided to meet the future demands of teachers and students. Mackay North State High School values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the school’s educational philosophies.

In implementing our Bring Your Own Device (BYOx) policy, Mackay North State High School empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOx enables teachers to build on their experiences from the previous centrally-delivered model and adapt to this new BYOx environment without losing the core technological capabilities on which they have been able to rely.
5. Is the BYOx program mandatory?

Yes. Due to the deep integration of ICTs inside the schools core teaching philosophies, it would be difficult for students who do not participate in the BYOx program to achieve optimal learning outcomes.

6. Minimum specifications for the iPad BYOx device.

Because iPad models change from year to year and specifications change, the most broad requirements for our iPad BYOx program are listed below.

- The iPad device must be capable of running the latest version of the IOS operating system. (Greater than IOS 10)
- The device must have a reasonable amount of storage space. (Greater than 32GB of space is advised)
- A 7.9” iPad Mini 4 or a 10” iPad is equally suitable for the BYOx program.
- The device you purchase is also recommended to be installed in a highly damage resistant and protective shell/case to avoid it breaking from day to day use. (See chapter 15)
- We also highly recommend the purchase of AppleCare+ or damage insurance to mitigate costs associated with accidental damage of your child’s device.
7. Setting up an Apple ID for your child.

As a parent or guardian, you will want the best learning environment for your student. One that makes learning relevant for each student and allows for creativity, collaboration, and critical thinking. With an iOS device like an iPad, students always have access to the content they need—no matter where they are. To access all the great content available in the App Store, iBooks Store, and iTunes U, as well as materials they create, your student will need an Apple ID. Parents have several options when sorting out an Apple ID for their child which are listed below.

- You may simply use an existing family based Apple ID for the BYOx program and add that to the new device.
- If your child is over the age of 13, you can go to the following website and create a new individual Apple ID for your child (You must have an email address for the creation of an Apple ID).
  
  https://appleid.apple.com/account

- You may also perhaps consider the option of using Family Sharing which allows a parent who has an existing Apple ID to create a family unit of IDs and create an Apple ID even for children under the age of 13. The family sharing option also allows parents to have more control over what is occurring on your child's device. (See the next section for more specific instructions.)

NOTE: The apple ID username and password for apple devices is extremely important to never forget, so we recommend that these details are written down and kept in an extremely safe place.
8. How to setup family sharing with Apple.

Family Sharing makes it easy for up to six people in your family to share each other’s iTunes, iBooks and App Store purchases without sharing accounts. It allows payment for family purchases with the same credit card and gives the ability to approve kids’ spending straight from a parent’s device. Family sharing also gives the family the ability to share photos, share a family calendar and more to help keep everyone connected.

With Family Sharing one of the great benefits is that children under 13 years of age can have their own Apple IDs. As a parent or legal guardian, the organiser creates the child’s Apple ID and adds the child to the family group. For your child’s device, “Ask to Buy” is turned on by default, and the organiser can also limit the content the child accounts have access to on their devices through Restrictions on an iOS device.

Using a parent Apple IOS device the Family Sharing setup process for separate Apple IDs is shown below. **NOTE:** A permanent credit card must be added to the organiser's Apple ID account for the creation of sub-accounts under family sharing. This is required for the continued checking of the family organisers identity.

Step 1: Go to Settings > scroll down and tap on iCloud
Step 2: If you’re setting up Family Sharing for the first time, tap on Set Up Family Sharing.
Step 3: Tap on the Get Started at the next screen

Step 4: Now tap on Continue, if you want to continue with the logged in iTunes account, or tap on the want to use a different ID at the bottom of the screen to change your iTunes account.

Step 5: At the next screen, tap on Continue to confirm Share purchases. Again press continue at the next screen to confirm your payment details.

Step 6: At the next screen, select Share Your Location, if you would like to share your location with your family members or choose Not Now.

Step 7: After this, tap on Add Family Member.

Step 8: Enter the Apple ID of the person you want to add to the Family Sharing and then tap on Next. Invitation to join the sharing will be sent to this Apple ID.

You can repeat the process to add more family members to the Family Sharing.

Here’s something you should note though: every member in the Family Sharing club needs to have the same credit card data as the main account holder. But worry not because every purchase “request” is sent to you for your approval. So if your child decides to purchase a game, you will get a notification (lockscreen, alert) requesting your permission. If you decline, that purchase is not made.
9. How to setup parental controls on your childs device.

Restrictions inside the settings App on an iPad allows you to set device-wide restrictions that will always be enforced. For example, you could prevent your children from ever using certain Apps, prevent them from installing new Apps, disable in-app purchases, only allow them to install Apps with appropriate ratings, prevent access to certain websites, and lock down other settings. Settings you select here can’t be changed without the PIN you provide.

To set up Restrictions on your childs iPad, open the Settings app and navigate to General > Restrictions. Enable Restrictions and you’ll be prompted to create a PIN that you’ll need whenever you change your Restrictions settings.

From here, you can scroll down through the list and customize the types of Apps, content, and settings you want your children to have access to.

For example, to enforce content ratings, scroll down to the Allowed Content section. Tap the Apps section and you can choose which types of Apps your child can install. For example, you could prevent them from installing Apps with the “17+” age rating.
Tap the Websites option and you’ll be able to block the Safari browser from loading certain types of websites. You can limit access to certain types of adult content or choose to only allow access to specific websites. You can customize which exact websites are and are not allowed as well.

If you wanted to block access to the web entirely, you could disable access to the Safari browser and disable the Installing Apps feature, which would prevent your kids from using the installed Safari browser or installing any other browsers.

Other settings allow you to lock certain privacy and system settings, preventing them from being changed. For example, you could prevent your child from changing the Mail and Calendar accounts on the device. Near the bottom, you’ll also find options for Game Centre — you can prevent your child from playing multi player games or adding friends in Apple’s Game Centre app.

The settings you choose will always be enforced until you enter the Restrictions screen in the settings, tap the Disable Restrictions option, and provide the PIN you created.
10. Keeping your students iPad software up to date.

iOS iPad software updates introduce new features that let you do even more with your iPad. Be sure to keep your devices up to date so that your child doesn’t miss out on all the latest features and bug fixes. It is highly recommended to update the iPad regularly.

Before you update your iPad.

Back up your device to iCloud or iTunes.

There are two ways to keep your iPad up to date.
1. Update your iPad device Wirelessly.
2. Update your iPad device through iTunes.

NOTE: If you have a mobile broadband enabled iPad and use your device’s Personal Hotspot capabilities for your iTunes computer’s Internet connection, update your iPad device wirelessly or connect your iTunes computer to another network through ADSL broadband before proceeding.

1. Update your iPad device wirelessly.

The easiest way to update your device is wirelessly, also called “over the air.” Here’s how:
- Plug in your iPad device to a power source.
- Tap Settings > General > Software Update.
- Tap Download and Install. Updates might download automatically while your device is connected to Wi-Fi and a power source.
- Tap Install, or tap Later to install the update later. If you use a passcode, you'll need to enter it before installing the update.
2. Update your iPad device using iTunes.

If you can’t update your iPad wirelessly, or if you want to update with iTunes, follow these steps:

- Install the latest version of iTunes on your computer.
- Plug in your device to your computer.
- In iTunes, select your device.
- In the Summary pane, click Check for Update.
- Click Download and Update.

Note: If you don't have enough free space on your iPad to update using iTunes, you'll need to delete content manually from your device.

11. Loss and Damage (what to do?).

1. Dealing with Loss.

To help in cases of your students iPad device being misplaced and to assist with its recovery, we advise very strongly that parents have location services activated on the iPad and that you have personally activated the “Find my iPhone” feature by toggling that feature on inside of the iCloud settings on the iPad.

This will allow you to navigate to the following web page and locate your device. You should test this functionality before allowing it to come to school as a security precaution.

http://www.icloud.com/find

Note: If your students device has been lost, please also notify the school immediately and we will assist you as much as we can in trying to locate and return it by any means necessary.
2. Dealing with Damage.

When you purchase an iPad for your child, we recommend that you purchase an “AppleCare+” plan with your iPad which provides two years of expert telephone technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a small service fee. Repairing a broken screen without damage insurance can be an expensive exercise, but there are many iPad repair agents in Mackay who can do this for you. (Consult the yellow pages for repairers.)

To also prevent accidental damage in the first place and to reduce the severity of damage to your student’s device when dropped, we recommend that you purchase an iPad case with excellent protective qualities. (Please see chapter 15 for our protective case recommendations.)

12. Expectations of school use (acceptable use policy).

All students using iPads to support their learning at Mackay North State High School are required to comply with the following expectations regarding their use. Students not meeting these expectations will be dealt with according to school’s Responsible Behaviour Plan.

Digital Access and Use

- Students will be responsible for the care and maintenance of their iPad. The school takes no responsibility for any damage or loss of a student’s iPad. Parents are advised to take an extended Apple warranty for their iPad and to ensure the iPad is covered under their home insurance.
- Students must ensure their iPad is fully charged before bringing it to school each day.
- The iPad must be carried in a protective cover at all times and stored safely in the student’s school bag or locker when not in class use (specifically at recess and lunch time).
- Students must regularly backup their iPad to the home computer or cloud storage.
Digital Access and Use (continued)

- Students must not leave their device in any place where it may be easily stolen.
- Students are to report any software or hardware issues to their teacher as soon as possible.
- Students need to have their iPad passcode protected so that no other student can access the iPad. Passcodes must not be shared and iPads are never to be leant to another student.
- On days such as swimming and athletics carnivals, excursions, camps or any major school event, students should leave their iPads at home (unless otherwise specified by the teacher).
- Students must inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network with malicious intent.

During Lessons
Your iPad is a teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been developed.

- Wait to use your iPad and only open Apps when your teacher instructs you to do so.
- Make sure your iPad is currently connected correctly to the school wireless system ensuring you are ready to work before class.
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a teachers' laptop or projector through AirServer or AppleTV may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.
- Ensure at least 1 GB of storage capacity is available at all times for use in learning activities.
Communicating with others
Your iPad will be an invaluable tool for connecting you to vital information within and beyond the school and there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions should be used at all times, either on the iPad or when using other communication methods. (See chapter 13)
- Students have been supplied with an Education Queensland email address. This must be the only email used between students, teachers and other students when communicating or transferring document.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher.

Use in and around the school
As learners we must ensure we are ready and prepared to learn. This includes ensuring our ICT equipment is functional and in good working order.

- While at school, iPads should be used for educational purposes. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- iPads should be stored in school bags when moving between classes or around the school.

- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices are tested for viruses and other threats.
Cyber safety and Security
The safety of our students when working in an online environment is a high priority.

- Ensure your cyber safety by keeping your personal details, including username, password, address or phone number private.
- Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
- In line with cyber safety guidelines ensure you do not store, send or upload photos of yourself, other students, teachers or visitors to the school under any circumstances.
- Social media (e.g. Facebook, AskFM, Instagram, Twitter, SnapChat etc.) are not to be accessed while at school.
- All activities on the school network, including Internet history, may be stored accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
- Hacking or attempting to hack the network and other accounts or bypassing network security or filtering are seriously inappropriate uses of ICT equipment and will incur consequences.
- Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
- The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain including the Internet is a breach of the school's behaviour plan for students.
- The viewing, scanning, storing, transmitting, forwarding, printing, playing etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.
13. Helpful information regarding online etiquette and behaviours.

In modern society we expect students to be good digital citizens and be mindful of their netiquette behaviour. Listed below is some bullet points that should be discussed and understood when interacting digitally between persons.

- Respect others and their opinions. In online learning students from various backgrounds come together to learn. It is important to respect their feelings and opinions though they may differ from your own.
- Tone Down Your Language. Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting it, in order to remove any strong language.
- Pick the right tone. Since we depend on the written word in online learning, it is especially important to choose the right words to get your meaning across. For example, sarcasm is harder to detect when you read the words rather than hearing them.
- Keep a Straight Face. In general, avoid humour and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.
- Consider others’ privacy. Ask for permission if you want to forward someone’s email messages to third parties. Keep in mind that all private email mail is considered copyrighted by the original author.
- Avoid inappropriate material.
- Be forgiving. If someone states something that you find offensive, mention this directly to the teacher. Remember that the person contributing to the discussion might be new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the teacher.
- Think before you hit the send button. Think carefully about the content of your message before contributing it. Once sent to the group there is no taking it back. Grammar and spelling errors reflect on you and your audience might not be able to decode misspelled words or poorly constructed sentences.
• Test for Clarity. Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. If you can read it to another person before posting it, even better.
• Brevity is best. Be as concise as possible when contributing to a discussion. Your points might be missed if hidden in a flood of text.
• Stick to the point. Contributions to a discussion should stick to the subject. Don’t waste others’ time by going off on irrelevant tangents.
• Frivolous email. Don’t forward jokes, "chain letter's" or unimportant email to other students without their permission. Not only does it fill up their mailboxes but may offend people who do not share the same sense of humour or who are tired of these types of email.
• Read First, Write Later. Don’t add your comments to a discussion before reading the comments of other students unless the assignment specifically asks you to. Doing so is tantamount to ignoring your fellow students and is rude. Comments related to the content of previous messages should be posted under them to keep related topics organized, and you should specify the person and the particular point you are following up on.
• Net speak. Although electronic communication is still young, many conventions have already been established. DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular, but excessive use of them can make your message difficult to read.
Cyber Bullying

Cyber bullying is the use of technology to bully a person or group. Bullying is repeated behaviour with the intent to harm others. Behaviour may include:

1. Abusive texts and emails
2. Posting unkind or threatening messages, videos or images on social media websites
3. Imitating or excluding others online
4. Inappropriate image tagging

For many teenagers, their online life is an important part of their social identity. Many young people fear that parents might take away their devices and refuse access to the Internet and so do not report cyber bullying to their parents. Teenagers are also often concerned that parents’ actions will make cyber bullying issues worse, so it is important to remain calm and supportive. Trolling is when a user intentionally causes distress by posting inflammatory comments online. Trolling differs from cyber bullying in that trolls aim to gain attention and power through disruption of conversation by encouraging a defensive reaction from those they attack. Cyber bullying usually focuses less on the reaction of the victim, and more on the feelings and authority of the bully. Cyber bullying is usually repeated behaviour, while trolling can be one-off.

What can I do about cyber bullying?

- Talk to them about cyber bullying before it happens. Work out strategies to address any potential issues and reassure your child that you will be there to support them.
- Advise your child not to reply to any messages from a bully. Often if bullies don’t receive a response they will give up.
- Learn how to block a bully so they are no longer able to make contact.
What can I do about cyber bullying? (Continued)

- Keep a record of harassing messages in case authorities become involved. Put them somewhere your child won’t continue to see them.
- Contact the website administrator or use the reporting function to ask for content to be removed or to report harassment.
- Talk to your child’s school if cyber bullying involves another student. The school should have a policy in place to help manage the issue.
- Remember that if your child has been involved in cyber bullying and seems distressed or shows changes in behaviour or mood it may be advisable to seek professional support, including through the Cyber smart Online Help line listed below.


Social Media

Social networking describes a variety of services like Facebook, YouTube, Instagram, World of Warcraft, Moshi Monsters, Twitter, Skype, Snapchat, Minecraft and many others. All of these services enable direct interaction between individuals. Users can post information about themselves, display photos, tell people what they’ve been up to, chat and play games. Social networking forms a part of the social identity of many teenagers.

Grooming

Online grooming is the illegal act of adults making contact with a child online for the purpose of establishing a sexual relationship. Often this will be via a social networking site, but it may also be through other online services.

What can I do about Social Media issues?

Stay involved in your child’s use of new technology. Set up your own account and learn about privacy settings so you can understand how you can best protect your child. It can be fun for you too! Mainstream sites like Facebook, Instagram and others require the user to be 13 or older.
What can I do about Social Media issues? (Continued)

- Check the age restrictions for the social networking service or game. Some social networking sites (such as Club Penguin) are created especially for children under the age of 13, but most mainstream sites like Facebook, Instagram and others require the user to be 13 or older.
- Advise children to set their accounts to private so that only people they want to see it can view their information.
- Encourage children to think before they put anything online. Information posted online can be difficult or impossible to remove. An inappropriate image posted today can have a long term impact on their digital reputation.
- Show them how to set up location services on their phone so they are not inadvertently broadcasting their location.
- Remind children to be careful when making new friends online; people may not be who they say they are. Never arrange to meet an online friend unless a trusted adult is with them.
- Report any abuse or inappropriate content to the social networking site and show children how to do this too.
- Learn how to keep a copy of online conversations and how to block people prior to an issue occurring.

15. Protecting the iPad from accidental damage.

Protecting your students iPad device is extremely important and is something that is well worth spending extra money on to protect your families ICT investment from any sort of physical damage which can be costly to repair. In chapter 11.2 we talked about the importance of having an AppleCare+ plan or some other type of accidental damage insurance which provides you some level of cost protection from accidental damage incidents. This insurance will reduce the costs associated with a break event once it has unfortunately occurred. This chapter will focus on the importance of buying an excellent iPad case that will help prevent wear and tear and minimise the possibility of breakages before they happen.
Please find some school recommendations on appropriate iPad cases for your students device shown below.

**Griffin iPad Cases**

Griffin Survivor cases come with an excellent reputation for damage protection and wear and tear. Find the website listed below for online sales. These cases may also be purchased at a local retailer but they may differ in price. When you purchase your case online you can also select a range of colours so your child can individualise their case to their preferred liking.

Trident Cases

The Trident case range is quite extensive and has several models to pick from depending on the model of iPad your student has for our program.

The Kraken A.M.S. case can be obtained for differing models and is particularly recommended.

http://www.tridentcase.com/shop-products/apple/

Otterbox Defender Cases

Otterbox sells many types of cases for each iPad model, though we only recommend the defender range of cases which have the protective qualities that we require for day to day school use.

http://www.otterbox.com/

The technology department at school is here to help you and your student with all ICT related enquiries and problems. If your student has a technical problem please encourage them to come to the Technology helpdesk in the library as a first point of call.

Listed below are some of the things we can help you and your child with.

- Parents having trouble setting up the iPad for your child.
- Parents having trouble creating an Apple ID.
- Your child is having trouble downloading the required school iPad App List.
- Your child is having problems connecting to the school wireless network.
- Your child is having trouble with printing on the iPad.
- Your child is having trouble with their school username and password.
- Your child is having trouble downloading all the school provided textbooks on the iPad.
- General enquiries about the use of the iPad.

If you have any concerns about anything at all please find our contact details listed below.

Technology counter hours: 8 AM - 3:30 PM in 1500 block
Phone Number: (07) 49 631636
Email address: tech@macknortshs.eq.edu.au
17. Rules regarding iPad emails.

Emailing in the modern world is a vital form of communication, one that students and teachers will be using frequently to send school work backwards and forth over the course of a students time at school. To enable this sort of communication in a safe setting, Education Queensland has provided every student with their own individual email account which has possibly been provided to your student as early as primary school. The technology support staff at Mackay North State High School can assist with providing this information if the student does not know their email address. (See chapter 16)

A compulsory expectation of student use with iPads in our school environment, will be that the primary or default email account which is setup on the iPads should be the Education Queensland provided email account. Students can off course have other email accounts attached to their iPads, but it must be only a secondary account to the school one. The specific setup process for iPads and email with be contained within the Student BYOx iPad manual. A big benefit of the email system as provided by Education Queensland is that it is monitored and filtered for inappropriate use and is the only email system the department will allow to work from within the wireless network.

18. How to setup your students iPad to connect to the school wireless network.

Meraki is a mobile device management (MDM) solution that allows organisations such as ours to centrally manage iOS devices such as iPads. This functionality allows us to automate many of the processes that would otherwise have been done manually, such as network connections and school purchased App installations. Using Meraki allows us to take some of the
stress out of setting up a new BYOx iPad on behalf of every parent and student. Meraki Systems Manager is a totally free app available from the iTunes App store and should be fairly easy to install.

**Step one: Update your students iPad.**

In order to smoothly transition into our school network, it is advisable that your students iPad software and all your currently installed Apps be updated to the very latest version of the software. Updates to both the iPad operating system and individual Apps are regularly distributed by Apple. Whenever a new version of software is available, you are encouraged to upgrade which may add new features to your iPad or remove any bugs that you may have been experiencing previously.

The minimum version of iPad software we are expecting at this time is iOS version **10**. The iPad software can be updated by plugging your device into iTunes or updated directly from the iPad if you have connected it to your home wireless network. If a new version of the software is available it will then prompt you for your permission to install.

**Step two: Name the iPad appropriately.**

In order to identify your childs iPad amongst all the other student BYOx iPads, it is very important to name the iPad so that it can be easily identified as your childs own device. This naming assists us in providing subject or class based Apps to your device without you having to come and see the technology department for assistance. We recommend that you use your childs full name e.g. "John Smith's iPad" as a naming convention. The naming of the device can either be done via iTunes when plugged into your home computer or alternatively on the device itself.

The easiest method to rename the device is on the iPad itself and you can do this by going into the "Settings" App.

Once you have opened the Settings App, navigate to "General" -&gt; "About" -&gt; "Name"

At this location you can then change your iPad name to meet the criteria explained above.
Step three. Installing the Meraki App.

There are a two ways to obtain the Meraki App for your new iPad. The first option uses your home computer with iTunes and the second method allows it to be installed directly from the iPad itself. The method of install is an entirely personal preference.

1. You can either connect to the following URL listed below on the computer at home that you have installed iTunes to get to the Meraki App.


Once you have gone to this URL you will see the following screen below.

Then click on the button on the web page and it will automatically display the next window as shown below.

On this window please click the allow button. This will open iTunes on your computer and display the Meraki App for you to add to your iTunes account.
Click the free button and follow the prompts to download the Meraki App into your iTunes library. Once the Meraki App is loaded into your iTunes library, please sync your iPad to your iTunes library and add the Meraki App to your iPad. This is the end of method one.

2. An alternative way to add the Meraki App to your iPad is to open the App Store icon on your iPad itself. Look for the icon resembling this picture.

Once the App Store is open, please search for the word Meraki as shown below.
The results of the Meraki App search should be shown as below.

Select the free Meraki Systems Manager App to install the app on your iPad. You will now be prompted for your iTunes password. The Meraki App should now install automatically. This is the end of the second installation method.

**Step four: Enrolling your iPad with Meraki.**

On your iPad now open the Meraki App.

The schools Meraki Enrolment code is:

085-714-3804
Click the enrol button after inputting the code and accept the following prompts.

1. Profile Installation prompt one (Click OK).

2. Install Profile prompt two (Click Install).

3. Install Profile prompt three (Click Install).

4. Install Profile prompt four (Click Install).

5. Install Profile prompt five (Click Trust).
6. Install Profile prompt six (Click Done)

7. Location Services prompt seven. (Optional Choice)

Allowing Meraki to access the iPads location could potentially allow us to assist you in locating the device if it is misplaced. If you would prefer location services not to track the device, you can of course at this time choose to deny Meraki access to its location. This option is entirely set at the discretion of the user and can be changed at any time.

8. Enrolment is now complete when the tick is shown next to enrolment status as shown below.

9. When Meraki is working correctly, school Apps will be displayed under the Managed Apps section of Meraki. Our default App booklist will then automatically begin downloading Apps by asking to be installed individually. If the download does not happen automatically, please click on each of the app icons when connected to the Internet to begin the installation process. The pictures of what the app list looks like inside Meraki and the prompt to install is printed on the following page.
Once all the Apps have populated onto your students device, congratulations you have finished the BYOx iPad setup process. I hope you have also found our BYOx parent manual helpful and please don’t hesitate to contact the school regarding any problems you or your student may be experiencing.

Regards,

The Mackay North State High School technology team.