SETUP GUIDE:

This setup guide was created for Albany Creek State High school to be used only for the purpose of assisting school staff and students in setting up and configuring this application or device.
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Introduction
The iPad is transforming the way we teach and learn. Powerful creative tools, interactive textbooks, and a universe of apps and content make for endless learning possibilities. It enables endless opportunities to create hands-on, customisable learning experiences.

With more apps and books being created every day for education that are geared to any level or subject.

Develop your own interactive materials with iBooks Author. Organise and deliver your lessons with iTunes U. Discover a world of possibilities with iPad.
Welcome
Welcome to the BYOX program. This is a program where the student brings their own device to be used at the school. The setup of the device is completed at the school and does not require a reimage of the device.
The use of the device is subject to the usage policy that the owner signed as part of the entry into schooling at Albany Creek State High School.

If there is any relevant information missing or misleading please send an email to the technicians.

The following steps will guide you through the initial out of the box iPad setup. If you have already used a iPad and know how to setup this initial stage you can skip to the section ‘Download Required School Apps’.

1. Press the power button on the iPad to turn the device on.
2. You should see the following screen in Image 1.

3. Slide your finger from Left to Right where it shows at the bottom of the screen to proceed to the next screen
4. You will be asked to choose a WiFi Network.
5. Click on the blue writing ‘Choose another network’ and a dialog box will jump onto the screen asking for the name of the network you wish to join.
6. Enter the following information into the boxes
   Name: QDETA-X
   Security: WPA Enterprise
   Username: [School username] (example: jshep16)
   Password: [School password]

7. Click on Join in the top right hand corner of the dialog box.
8. You should see the screen change to one asking for you to ‘Accept’ a certificate as shown in Image above (right).
9. Next you will see a Location Services Screen. Click on ‘Enable Location Services’.

10. The next screen shows 3 options. If this is a new fresh out of the box iPad you will want to select the first option which is ‘Set Up as New iPad’. However if you are recovering from a fault you might wish to ‘Restore from iTunes Backup’.
    
    In this guide we presume it’s a new iPad and we selected the ‘Set Up as New iPad’.
11. The next screen is titled ‘Apple ID’ and for this guide we assume you have an Apple ID. If not you can read the school guide ‘Setting up an Apple ID’.

12. The next screen will display the Terms and Conditions. Read the Terms and Conditions and click ‘Agree’ if you agree. You will get another pop up and asked if you agree again. If you do click ‘Agree’.

13. You will be asked to create a ‘Passcode’. It needs to be a 4 digit number. Don’t forget it!

14. The next page will give you the option to use Siri. There is no requirement at the school to have this on. You may choose to use it however we recommend it be turned off.
15. The next screen will ask if you want to ‘Automatically Send’ diagnostics to Apple. The second option is ‘Don’t Send’. There is no requirement at the school for you to send diagnostic information to Apple; however we recommend it turned off.

16. You will see the ‘Welcome to iPad’ and the only option is to click on the ‘Get Started’ button.

17. You have successfully setup your Apple iPad for use.
Setup the School Wireless connection
The school has wireless access throughout the entire school. The Apple iPads are able to access this wireless connection by following the steps set out below. This guide assumes this is an out of the box setup. If you are setting up an existing iPad that you already had in your position before bringing it to the school you will need to refer to the guide ‘Setting up the school wireless Guide’.

1. Click on the icon ‘Settings’ which you should find on the homepage of your iPad. Image displayed below.

2. This will open a window with a large number of preference tabs on the left hand side of the screen. Scroll up until you see the tab ‘Wi-Fi’. Click on the tab to highlight it.

3. It should show you are connected to the wireless network ‘QDETA-X’.

4. Click on the blue circle with a ‘i’ in it. This is to access the information page about the wireless connection you have just created.

5. The screen shown below is what you should see on your iPad. It will most likely have a different ‘IP Address’ displayed, however most of the information will be the same.

6. Click on button called ‘Manual’ under the heading HTTP PROXY. Refer to the Image on page 7.
You will need to type in the following information:

Server: proxy2.eq.edu.au  
Port: 80  
Authentication: ON  
Username: [School Username]  
Password: [School Password]

Click on ‘< Wi-Fi’ to take you back to the previous screen.

Download Required School Apps
The school has a mandatory selection of apps that each student & staff member are required to have on the iPad. You can find these details in the document: ‘Albany Creek SHS iPad Apps List 2015 v1.x.xlsx’ (Version 1.x where x is the version it currently)
The list is broken into 3 sections:

Mandatory – All users must install all these apps onto their Apple iPad.
Optional – These apps are optional installs and may be required only by certain departments.
Full List – This is a complete listing of all apps.

The school mandatory list has very few paid for apps and the way to download a paid app or a free app is exactly the same. Below are the steps to get an application on the mandatory list.

1. Click on the icon ‘App Store’ which you should find on the homepage of your iPad
2. This will take you to the Apple App Store.

3. Click in the search field in the top right hand corner of the screen. Type in ‘FileBrowser’ and then click the ‘Search’ button to the right hand side of your on screen keyboard.

4. The top displayed applications should be the ones you see displayed in the image above. The one that you require for the school is the first one for the cost of $7.49.

5. If you click on the icon of the name of the application it will open in a floating dialog box as shown above.
6. To make the purchase all you have to do is click on the price box and it will change to a ‘[Buy]’ box. Click the buy and it will ask you sign in to your Apple ID. If you haven’t set up an Apple ID please refer to the ‘Setting up an Apple ID Guide’.
7. After you have signed in to your ‘Apple ID’ you will see the icon change to a downloading icon. If you exit out of the App Store by clicking on the ‘Home Button’, you will see your application downloading with a progress bar.
8. After it has completed downloading it will be ready to open and start using.

**Accessing Files on the School Network**

To access files on the school network you will require the app called ‘FileBrowser’. You can search on iTunes or the App Store or alternatively you can click the link below if you have iTunes installed on your laptop or desktop the iPad is linked to.

https://itunes.apple.com/au/app/id364738545

Once you have installed the ‘FileBrowser’ App on to your device you should refer to the document ‘Setting up the school wireless Guide v1.2’

**Setting up School Email**

Setting up school email on your device will not remove or override your existing email if you have been using it.

You can have multiple email accounts side by side on the iPad. The settings for the school are very specific so please follow the guide before contacting the technicians.

You can find these details in the guide ‘Setting up school email Guide v1.0’.

**Setting up the School Homepage**

The design of these guides is to provide you with easy-of-use access to everything you’re currently used to using at the school (or if you’re new to the school environment, with a great new experience).

One of the things you will access much of your schooling life will be a browser. And as such the main school internal homepage is where the school displays things of importance for both students and staff.

You can find the details to create a ‘School Homepage Icon’ in the guide ‘Setting up an ACSHS icon for Intranet Home Guide v1.0’.