

BYOD DEVICE SETUP GUIDE

Contents

| Intro | duction - Setting up your Windows device | 1 |
|-------|---|---|
| Whic | h e-mail address should be used to set up the device? | 1 |
| 1. | Setting up with a student Microsoft account | 2 |
| 2. | Setting up with a Microsoft Family Account | 2 |
| 3. | Setting up with a parent's account | 3 |
| Choc | Choosing the correct sign in method | |
| Ensu | re there are no VPNs installed on the device | 4 |
| Devi | Devices in Windows S mode can have difficulties | |
| Insta | nstalling and Signing in to Microsoft/Office 365 applications | |

Introduction - Setting up your Windows device

When setting up your new device with its Windows Operating System, you will be asked to sign in using a Microsoft account during the initial device setup phase. The sign in option can sometimes be misinterpreted by students and parents, thinking that the student's school e-mail address may be required for the set up.

We discourage using a school account as the primary account on a personal device, and in many instances, it is simply not possible. Using a school bound account can also lead to many issues in the future. For example, if a student's account is disabled after they leave school, they would be unable to sign into their device and therefore would lose access to personal files and data.

Which e-mail address should be used to set up the device?

You essentially have three ways in which you can set up the device. Which you opt for will be determined by how much control you want over the device, and for some, the student will need a personal Microsoft account:

- 1. The device can be set up with a student's personal Microsoft account. This works well for our older students. This ensures that the account and its associated data is always safe, and it is not removed when students leave the school. Students will also have full admin and access rights on the device (eg. they can install software and apps etc)
- 2. Parents of our younger students might understandably be concerned with them having admin rights on the device. In order to keep students safe from stumbling upon inappropriate websites/content or installing inappropriate programs, a Microsoft Family account can be set up and used. With this Family account, screen time and privacy settings can also be managed.
- 3. Finally, the device might be set up with a parent's personal Microsoft account, and then the student is added as a user on the device so that they can access and use it in school and at home. With the parent as the admin on the device, the student will not have the ability to install apps etc.

Below are details of how to set up the device using one of the methods above.

1. Setting up with a student Microsoft account

You or the student goes through the setup of the device with their own personal Microsoft account. If they do not have one already, then you can create one for free online <u>here</u> – click on "sign in" and then "Create one!".

2. Setting up with a Microsoft Family Account

Using a device with a Windows Operating System, a Microsoft Family Account helps in keeping students safe. It allows parents to receive reports on their child's activity, check their locations, set screen time limits, manage privacy settings and purchasing/spending limits. Furthermore, parents can set web filtering limits on various games and websites that can be accessed.

In order to set up a Microsoft Family account, you will need a Microsoft account for yourself, and one for your child that will be part of the Microsoft Family.

Head to <u>https://www.microsoft.com/en-</u> <u>gb/microsoft-365/family-safety</u> which gives details of the Microsoft Family Account and from here you can set one up for your family.

If you currently do not have a Microsoft account, you can set one up during the process by clicking on "Get started for free" and then "Get a new email address":



Fill in any necessary information and once you have an account, sign in. Once signed in, please create a "family group":



You can invite more members. Each person that you invite will receive a confirmation email, asking them to accept the invitation to join your family group. Again, if your child does not have a Microsoft account, you will be able to create one during the set up.

Fill in all the necessary details and add your child as a member. Please make sure **not to set** your child as an "Organizer".



At this point, you can use the newly created child account, which is now part of a Microsoft Family, to set up the BYOD device.

3. Setting up with a parent's account

Go through the setup of the device with your own personal Microsoft account. If you do not have one already, then you can create one for free online <u>here</u> – click on "sign in" and then "Create one!".

We recommend that you add your child as a "user" on the device using a personal Microsoft account. Details of how to do this can be found <u>here</u>.

Ensure that you select "other user" rather than "work or school account" and add them with their own personal Microsoft account and <u>not</u> their school account.

If you are confident with the technology and how to support it then you could alternatively set up your child as a local user on the device. Details can be found <u>here</u>.

Choosing the correct sign in method

Issues can arise accessing the device if it is set up with the "wrong" sign in method on the device.

The "best" option is to choose a **PIN sign in method** – which you can set to be a numerical PIN or a text PIN (essentially a password).

Please <u>do not</u> select the sign in method of "password" (sign in with the Microsoft account password) because the device needs to be connected to the internet in order to verify the password. The student will be stuck in a loop of not being able to access the device because they cannot access the internet until they have authenticated onto the school's network each morning.

To check or change your sign in method, go to go to Start > Settings > Accounts > Sign-in options (see also details <u>here</u>)

Ensure there are no VPNs installed on the device

When used properly, VPNs (Virtual Private Networks) are a great way to keep your data safe when navigating the online world. However, they can potentially be misused in an attempt to bypass our web filtering tools. Any device running a VPN will not be able to connect to the school networks and will need switching off.

Please ensure that there are no VPNs running on your child's device and rest assured that our firewall and web filtering solutions will keep them safe and secure when connected to our networks and working online in school.

Devices in Windows S mode can have difficulties

Some devices can come preinstalled with Windows S-mode, and students may be met with a notification informing them of this. S -mode is one of Window's default security measures, and comes with pros and cons when enabled or disabled.

When Enabled, S-Mode prevents users from downloading software that is not available on the Microsoft Store. This can be a benefit, as it allows you more granular control over what software your child installs on their device, and you know that anything they do install has

been vetted by Microsoft for distribution on its own platform. The Foundation cannot, however, offer assurances that everything available on the Microsoft store is education focused. For example, the popular video game Minecraft is available on the Microsoft store, as well as streaming services like Netflix, which can still be downloaded in S-Mode, meaning S-Mode is not an alternative for monitoring your child's device usage.

In addition, Microsoft Teams, which is a core app used to manage student class groups and distribute homework, cannot be downloaded. Students can still access Teams via the web portal, but it does not display identically to the app version, which can cause confusion.

It's perfectly possible for students to attend Foundation Schools with S-Mode enabled, and complete classes and homework, but it can cause issues should students need to install certain software for classes.

Disabling S-Mode is straightforward, but one-way. Once it is disabled, it cannot be reenabled. Further details about S-mode and how to disable it can be found <u>here</u>.

Installing and Signing in to Microsoft/Office 365 applications

Once the device is set up, students will sign into their Office applications with their school account. Students will be able to install the Office suite of applications for free on to their devices, but this is only possible once they have signed in to their school Microsoft account. This will only be accessible once they have had their induction in school.

We do often see devices that are signed in to parent's office accounts, so please do ensure that you have signed out of all the Office applications, otherwise you may find that your child can access your email and documents etc, and they will not be able to sign in to their school account until you are completely signed out.

Likewise, students are sometimes unaware that they are signed in to the office applications with their personal Microsoft account. They too will need to sign out of all applications before signing in with their school Microsoft account so that they can see their school documents and Teams.