



Newington ICT – iPad Setup Guide

Welcome to Newington ICT

This guide is provided to assist you with setting up your son’s iPad for use at Newington College.

This guide provides step-by-step instructions on setting up your son’s Newington Email, Apple ID and various other settings required for learning with technology at Newington. You can also find out more about Learning with Technology on our website

<http://insites.newington.nsw.edu.au/learningwithtechnology>

Before you begin....

You will need the following:

- An iPad minimum 4th Generation (Recommended iPad Air 2 64GB or larger)
- Your son’s Newington Student number and password
- iTunes software on your PC or Mac

The below checklist may help you in setting up your son’s iPad

iPad Setup Checklist	
Access Newington Email Account	
Apple ID under your son’s Newington email	
iTunes Software on your home PC	
iPad enrolled in Self Service	
Volume Purchasing Activated	
Passcode set up	
Configure iCloud settings	
Activate “Find my iPad”	
Restrictions and Filtering configured	
Completed ICT Security form (Year 5 & 6 Only)	

PLEASE NOTE: If your son is in Year 5 or Year 6, please complete an iPad Security form on the next page and return to their classroom teacher.

Should you require any assistance with the configuration of your iPad or any further advice please do not hesitate to contact the ICT Support Desk on 02 9568 9568 or email Nikki Stevens at nstevens@newington.nsw.edu.au.

You can also find helpful setup guides on the Apple website <http://www.apple.com/support/ipad/>

iPad Security Information

For Year 5 and Year 6 only, please return to classroom teacher

Student Name _____

Student Newington ID Number _____

Parent / Guardian Contact for iPad issues: _____

Contact Telephone No: _____

Classroom Teacher _____

Please indicate by what type of insurance policy you have taken on your iPad:

Mobile device Insurance (iBroker.net)

Mobile device Insurance (other) Please indicate _____

AppleCare+ (please note this is not the same as Protection Plan)

No Insurance

Apple ID Email: _____@newington.nsw.edu.au

Apple ID Password _____

Date of Birth (used when creating Apple ID) _____

Security Question 1: _____

Security Answer 1: _____

Security Question 2: _____

Security Answer 2: _____

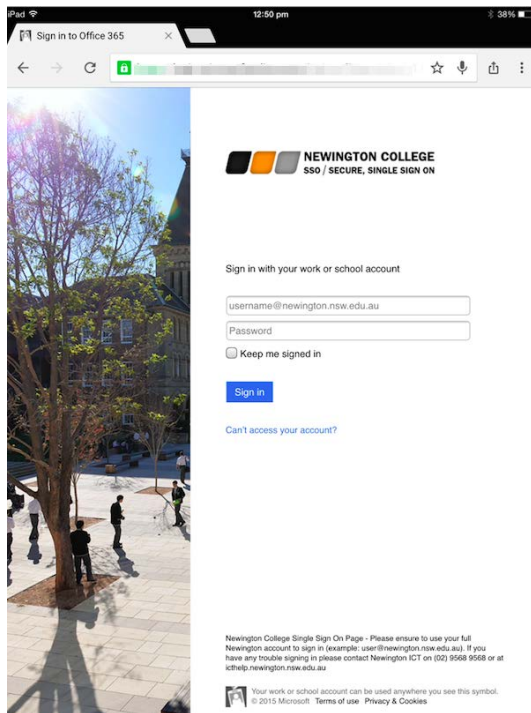
Security Question 2: _____

Security Answer 2: _____

Restrictions Passcode (if Set) _____

Step 1: Log into your sons Newington Email

Open an Internet browser tab in Safari or Google Chrome and enter the following URL:
<http://email.newington.nsw.edu.au>



Sign in using your son's Newington email address

Sign in with your work or school account

Example: 12345@newington.nsw.edu.au

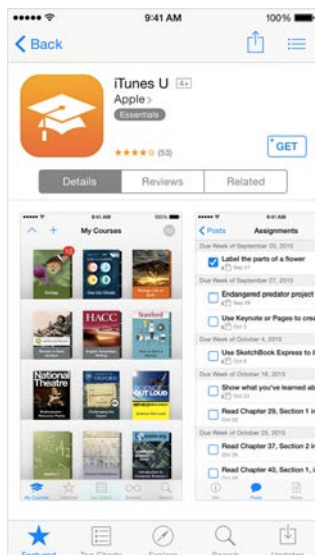
Password

Keep me signed in

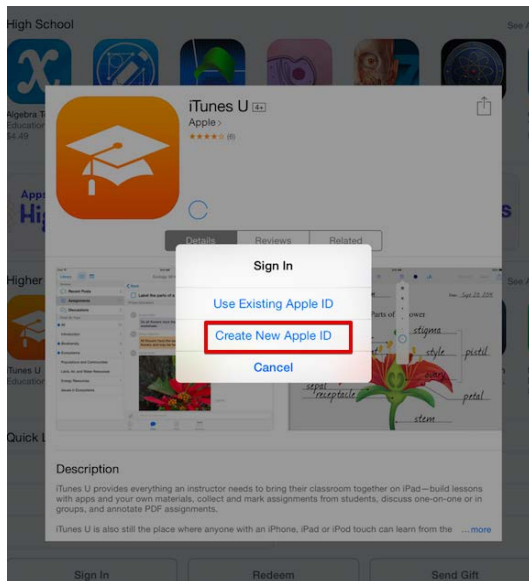
Note: Students are expected to check their emails on a daily basis

Step 2: Setting up an Apple ID

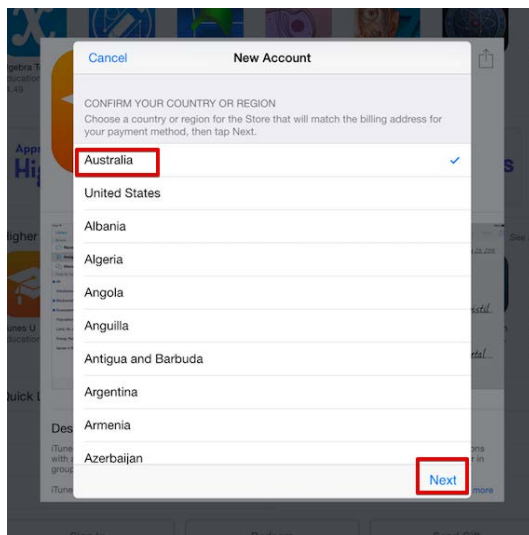
On your iPhone open the App Store and choose any free app e.g. iTunes U
Tap **Get** next to the item, and then tap again to **Install**



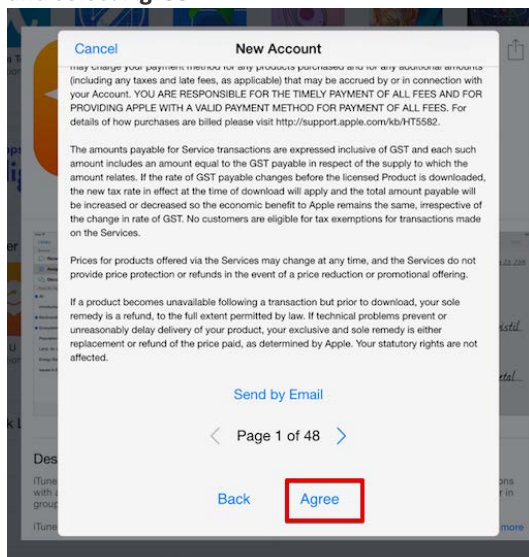
You will be presented with the following box, tap **Create New Apple ID**



Select Australia and Tap **Next**

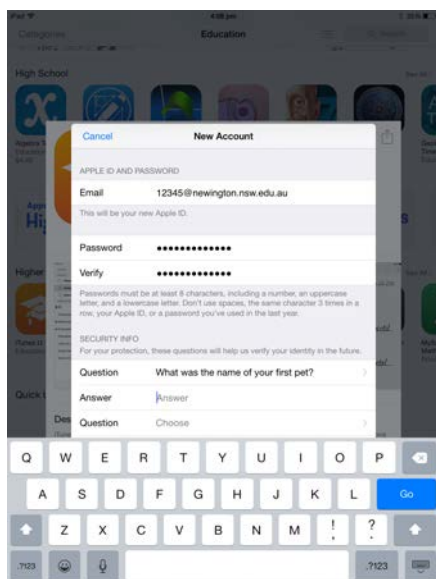


You will be taken the Terms and Conditions and Apple Policy page, scroll to the bottom of the page and select **Agree**



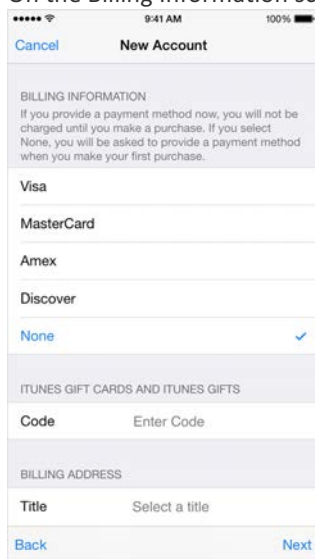
You will now enter the account setup page, enter your son's Newington email address and Newington password, select your security questions and answers and enter your age information.

Please note all Apple ID holders must be at least 13 years of age. Please enter **your** date of birth.



Tap **Next**

On the Billing Information screen select **None**

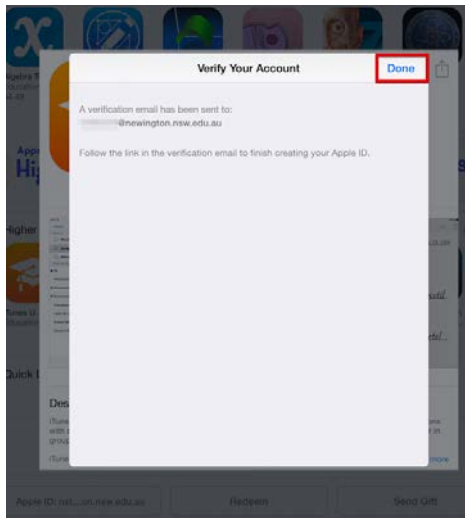


We strongly advise against any credit card information being held on any iPads used at school, students will not be asked to purchase any Apps for school under any circumstances. If you do not have this option go to the following web address for further instructions

<https://support.apple.com/en-au/HT203905>

Enter your own name, address and telephone number and tap **Next**

On the Verify your account page tap **Done**



You should now receive the below verification email to your son's email address.

Dear [redacted],

You recently selected [redacted]@newington.nsw.edu.au as your new Apple ID. To verify this email address belongs to you, click the link below and then sign in using your Apple ID and password.

[Verify now >](#)

Why you received this email.

Apple requests verification whenever an email address is selected as an Apple ID. Your Apple ID cannot be used until you verify it.

If you didn't make this change or if you believe an unauthorized person is attempting to access your account, you can reset your password by going to [My Apple ID](#).

Sincerely,

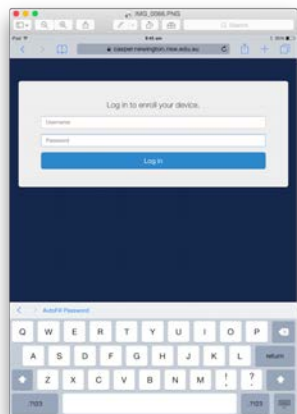
Apple Support

Tap the **Verify Now** Link and log into the Apple Verification page using your credentials.

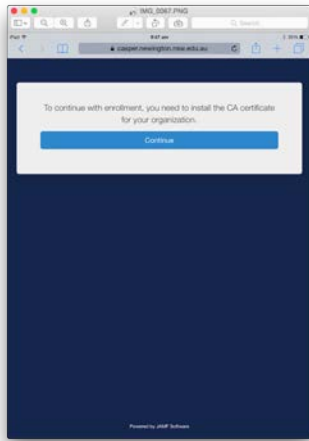
Step 3: Enrol your iPad in Self Service

You can enrol in Self Service by going to <https://caspersetup.newington.nsw.edu.au> on your iPad.

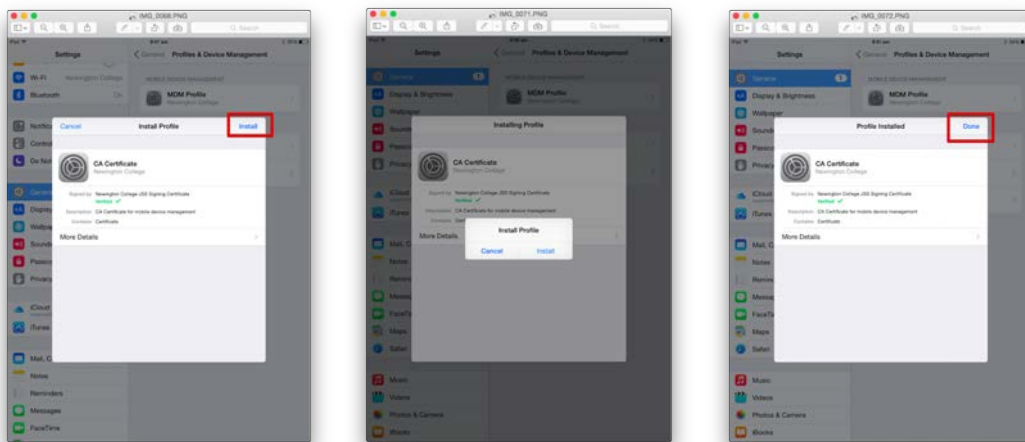
Log in using your son's student ID (**not email address**) and Password.



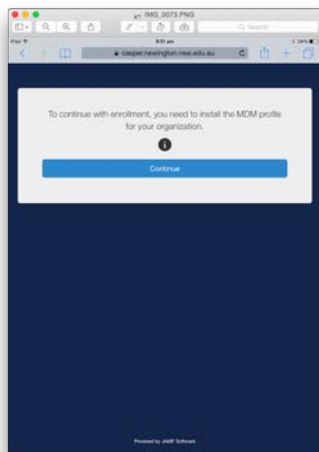
Tap **Continue**



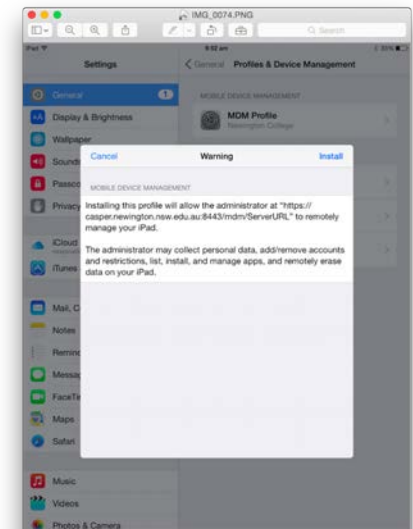
You will then be prompted to install a “CA Certificate”, Tap **Install** and then Tap **Done**



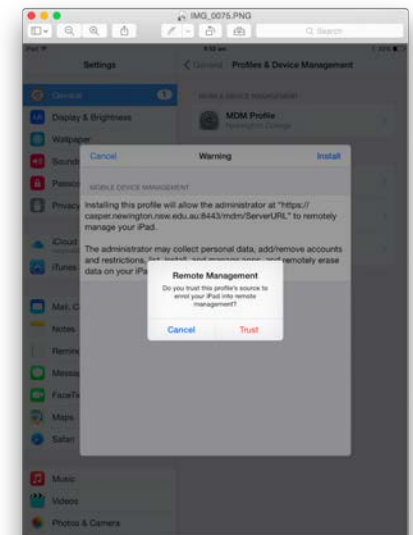
You will be taken back to your web browser, tap **Continue**



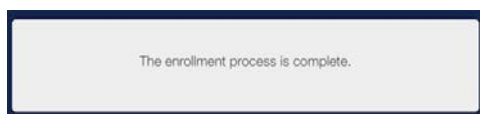
You will then be prompted to install the “MDM Certificate”, Tap **Install**



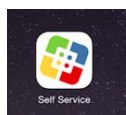
Tap **Trust** on the Remote Management pop up



Tap **Done** when finished

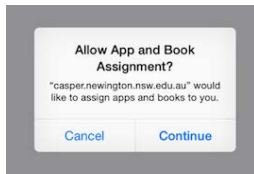


You should now see the Self Service App installing on your iPad.



You should receive the following pop up

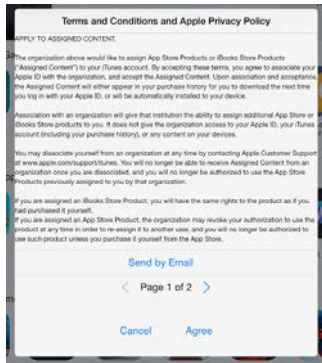
Tap **Continue** to allow App and Book assignment



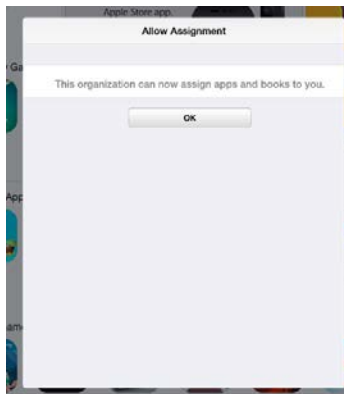
Note: If you do not see this pop up or tap **Cancel**, you will need to proceed to **step 5. Setting up VPP**

You will be taken to the Terms and Conditions and Apple Privacy Policy

Scroll to the bottom and tap **Agree**



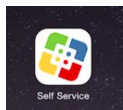
Select **OK**



Step 5: Setting up VPP

You can find out more about VPP in the FAQ Section

Tap on the Self Service App



Tap **Accept** next to VPP Invitations



Tap **Accept Invitation**

VPP is now activated and you will soon be able to view these Apps purchased by the school under **Purchased** within the App Store, please note that due to Technical Protocols, these apps may not be available until 2 weeks before the start of term.



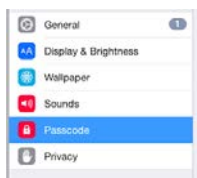
Step 6: Setting up a Passcode

Check out our FAQ at the end of this document for information on why this should be set up.

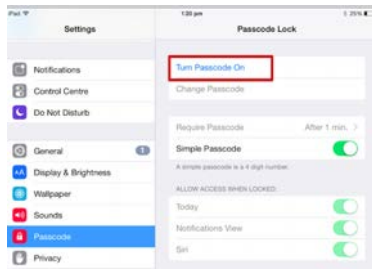
To set a passcode open the **Settings** App



Select **Passcode**



Tap **Turn Passcode On**



You will be prompted to enter a 4-digit passcode. (You will be asked to enter this twice)



Tap **Require Passcode** and select **After 1 min**



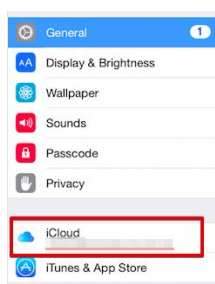
Step 7: Configuring iCloud

For more information on iCloud, take a look at our FAQ section.

Open the **Settings** App



Tap **iCloud**



Enter your son's Apple ID and Password and tap **Sign In**.

You may get a dialogue box asking **Merge with iCloud?**, if so select **Merge**

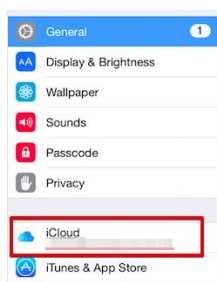
Step 8: Activating “Find my iPad”

More information on this can be found in our FAQ section of this document

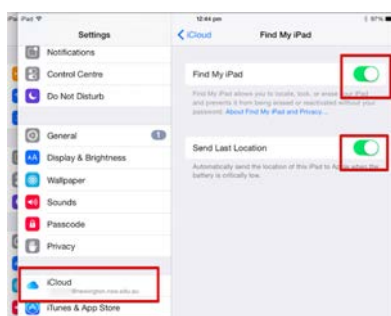
Go to **Settings App**



Tap **iCloud**



Set **Find my iPad** and **Send Last Location** by tapping the slider to green



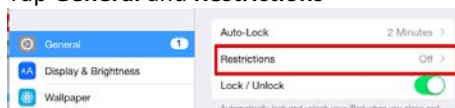
Step 9: iPad Restrictions

This is not a mandatory option however we do recommend adding restrictions see our FAQ section for more details.

Go to **Settings**

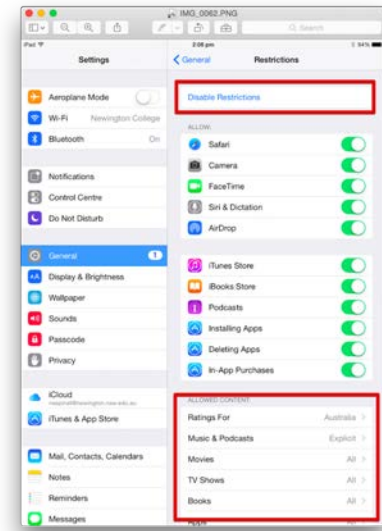


Tap **General and Restrictions**



Tap **Enable Restrictions**

You will be asked to set a 4-digit passcode twice (this should be a different passcode to the locking of the device and should not be given to your son)



Select the settings you wish to restrict from the list on screen.

We recommend restricting Music, TV Shows and all of the items under **Allowed Content**.

You can select the age appropriate rating for TV Shows, Music, Books & Podcasts.

We also recommend switching off **Multiplayer Games** and **Adding Friends** settings at the bottom of the restrictions page.



Frequently Asked Questions

I do not know my son's student ID or Password

You should have received an email detailing your son's password. If you have not received this, please contact the Newington ICT Service Desk on 02 9568 9568 or email Nikki Stevens at nstevens@newington.nsw.edu.au

Can my son share my Apple ID?

No. Sharing of an Apple ID means that all Apps, iBooks, Notes, Photos and other contents are accessible. This also means messages are shared and your son may receive messages intended for you or siblings. It can also cause issues if your son has any technical issues and needs assistance from ICT.

At all times your son's iPad should only have one Apple ID that is required for use at Newington.

I do not have iTunes on my computer

You can download iTunes at the following site: www.apple.com/au/itunes/downloads

What is Self Service?

Newington Self Service is an internal App Store, which allows boys to download recommended or required apps for school.

The App I want isn't in Self Service

We also have purchased apps within the Apple App Store. Tap the **Purchased** option at the bottom of the App Store home screen and you will be presented with all of the pre purchased Apps by Newington.

What is Volume Purchasing (VPP)?

The VPP allows the college to purchase paid Apps in bulk and then make them available to students via the App Store. You can enable VPP by tapping on the Self Service App and tap Accept for VPP Invitations.

Why do I need to set up a passcode?

We require all boys to add a passcode to their device and set a 1-minute auto lock. This contributes to the security of the iPad and your personal information.

What is iCloud?

iCloud is recommended as it provides cloud based storage and data backup. You can log into iCloud using your Apple ID. We recommend you log in to iCloud and enable "Find my iPad" to ensure that your data is backed up and your device is traceable should it be lost.

How often should my son backup his iPad?

We recommend that a full backup be performed weekly. Full backups can be done by connecting your iPad to iTunes on your home computer.

Can I restrict my son's access on his iPad?

Whilst the boys are connected to the Newington network, web filtering is in place to restrict the sites accessible to your son. You can set up restrictions on the iPad and it is recommended along with clear rules set between parent and child on appropriate use, times of use and safety.

Can I set up family sharing if my son has an existing Apple ID?

We strongly discourage you from setting up Family Sharing as it is virtually impossible to remove if your son is under 13 years old. If you have already set it up, we will work around the setting you have in place. Please note that this workaround may cause delays in App installations as approvals must be granted by a parent for each App.

Does the iPad need to be brand new?

Not at all. We **Strongly** recommend that any used iPads be restored back to factory settings to ensure no old settings or data are on the iPad that may cause issues. You can erase all settings in **Settings > General > Erase Contents and Settings**.