



Bring Your Own Device Setup

(Using Microsoft Intune)

The installation and configuration of the following recommended software applications for Students’ Bring Your Own Devices (BYOD) at Sandringham College aims to enhance the uniformity of student device functionality. With such uniformity, staff and students can focus on attaining desired learning outcomes and not be distracted by technology.

Most software used by staff and students is available for download and installation from the internet (home or school) and, with the appropriate Department of Education (DE) accounts (eduPass), families are requested to attempt the configuration of the student’s BYO device prior to commencing at Sandringham College. This document aims to provide sufficient detail to complete the setup.

Automated BYOD setup is also available via DE’s Microsoft Mobile Device Management (MDM) solution called Intune. With the student’s eduPass account, BYOD setup is significantly automated. BYOD setup via Intune is detailed below.

This document:

- lists the recommended software,
- includes an Application Configuration Summary, designed for experience users and
- has Detailed Instructions comprising mainly of how-to videos. QR Codes allow quick access by a mobile phone or similar so that you may be guided through the installation and configuration of each application.

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ASSISTANCE

Should you need assistance, please contact the Sandringham College Helpdesk at:

1. helpdesk@sandringhamschools.vic.edu.au or
2. 85990666 and leave a detailed message.

DEVICE INITIAL SETUP

Existing Devices. If the student's notebook was used at a previous school, please ensure the notebook is not still linked to the previous school's network. Sandringham College may be able to assist with this, however all data may be lost from the notebook.

New Devices. Please complete the initial 'out of the box' setup at home. For Windows devices, we recommend a PERSONAL Microsoft account is created. For Apple devices, you will need to create an Apple / iTunes account. **Important:** Record and keep in a safe place all created usernames, passwords, secret questions / answers and BitLocker keys (on Windows devices if you happen to turn this on).

Anti-Virus software. New Windows devices sometimes include McAfee, Norton or other non-Microsoft provided Antivirus software typically on a free-trial basis. These applications can cause issues with school services. Microsoft's built-in Windows Defender is adequate for almost all scenarios. If you're very keen to have 3rd party Antivirus software, this is available for free (and no subscription) from the Victorian Department of Education (DE) eduSTAR Catalogue.

SOFTWARE PURCHASES

No extra software or subscriptions need to be purchased. Microsoft Office 365, Adobe Creative Cloud and other applications are provided/licensed by the DE.

ACCOUNTS

Sandringham College students are provided with DE eduPass credentials (email address and password).

The **eduPass** account is provided:

- Ex DE primary school students will already have an eduPass account.
- Students new to DE will have their eduPass account created within a few days of starting at Sandringham College.

Passwords. Please note: To assist students with remembering their account details, Sandringham College manage the eduPass account password. Staff can assist students with the account credentials if required.

Account details and which services they access are provided to students via:

- Orientation day for new year 7 students,
- Hard copy handed to new enrolments (other than new Year 7s) and
- emailed to the student's eduPass (Office 365) address.

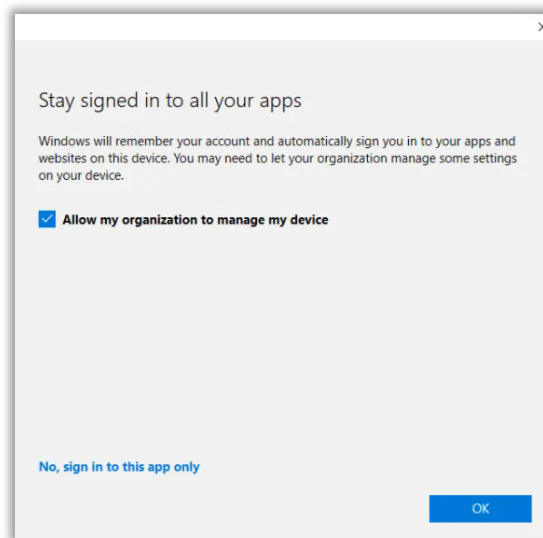
An example student eduPass account looks like: tabc7@schools.vic.edu.au. It is used for Compass, DE websites/services, Microsoft Office 365, MS Teams, Adobe Creative Cloud, Minecraft Education Edition and ClickView. It may also be used for other sites and services such as Edrolo, CareerTools, Morrisby, Education Perfect, Champion Books etc.

MICROSOFT OFFICE 365 and MICROSOFT INTUNE

Microsoft Office 365 is the primary productivity tool used by Sandringham College. It contains a suite of applications and services which all can be accessed with the eduPass account and can be installed onto both Windows and Apple computers.

Microsoft Intune is a Mobile Device Management (MDM) system that allows for auto-configuration of a device simply by 'adding a work or school' account to it. The DE manages Microsoft Intune and Sandringham College makes this available to staff and students. Auto-configuration policies that are applied may vary but typically include web browser configuration (start-up tabs / language), eduSTAR wifi configuration, school printers and, for years 7 and 9 students, installation of the NAPLAN Locked Down Browser.

On Windows devices, when installing Office 365 it will offer to 'Allow my organization to manage my device'. This will register your device with the DE's Intune MDM and is the simplest way to achieve this.



Alternatively, registration with the DE Intune MDM can be achieved via settings as per below:

- On a Windows 10/11 device:
 - If you've already signed into Microsoft Office with your eduPass account and left 'Allow my organization to manage my device' ticked, then you may already be registered. Otherwise,
 - Go to Settings > Accounts > Access Work or School > Add work or school account Connect.
 - Enter the eduPass account address, click next,
 - On the eduPass dialogue, enter the eduPass account password.
 - Registration can take a minute or two. Successful registration will advise the account was added successfully.
- On a MacBook:
 - Contact the ICT Office at school

APPLICATION LIST

Recommended Software installation (Check list).

The installation of these applications is recommended for all student devices. The software is available for free, and most can be installed on the student's device at home.

Application	Purpose	Install at:	Completed: YES/NO
Microsoft Edge (web browser)	Recommended browser for Compass and all other web activity. Is included on Windows devices.	Home	
Google Chrome.	Recommended browser for Compass and Google Apps.	Home.	
Microsoft Office 365.	Access to all the MS Office applications and is the default productivity suite for Sandringham College.	Home.	
Microsoft Teams.	Used during periods of at-home schooling and as a collaboration space for classes.	Home.	
Microsoft OneDrive.	Provides local access and synchronisation of MS OneDrive files and to Shared Content. Is an essential component of the Office 365 suite.	Home.	
Adobe Creative Cloud.	Manages Adobe applications – e.g. Acrobat, Photoshop, Illustrator etc.	Home.	
Minecraft Education Edition.	Used in a variety of classes.	Home.	
NAPLAN Locked Down Browser	(Mandatory for year 7 and 9 students)	Home.	
EduSTAR Wifi	Connect to wifi network at school	School.	
Paper Cut	Print/Copy Management	School.	

USING COMPASS

Compass is a web-based management system that connects every facet of your school community. The system is accessible on any modern web browser (Microsoft Edge, Firefox, Google Chrome, Safari) or by using the "Compass School Manager" app on iOS or Android devices ("Compass School Manager" can be downloaded for free from the respective iTunes or Google Play app stores).

To access the Student Portal via a web browser, go to <https://sandringhamsc-vic.compass.education>

Click on the orange icon and use the eduPass credentials to sign into Compass.



Compass gives you access to your timetable, classes, lesson plans, learning tasks, excursions, attendance, and reports.

APPLICATION CONFIGURATION SUMMARY

For those of you familiar with software installation and configuration, here is the short version.

Pre-requisites. eduPass account credentials and an Internet connection.

At Home Software Install / Configuration.

1. **Microsoft Edge** (MacBooks only)
 - a. Create profile with eduPass account
2. **Google Chrome.**
 - a. Download and install Google Chrome. Create profile with eduPass account.
3. **Microsoft office.**
 - a. Install Office from <https://office.com> . Use eduPass account.
 - b. Sign into an Office app (e.g. Word) with your eduPass account to activate licensing.
4. **OneDrive.**
 - a. Already installed on Windows devices. Downloadable for Apple devices from App store.
 - b. Sign in with eduPass.
 - c. It is recommend Windows devices use OneDrive for backup of default folders.
 - d. Ensure OneDrive is syncing with eduPass account (add account if necessary)
5. **Microsoft Teams.**
 - a. Open Teams from <https://office.com>, click on install Desktop app.
 - b. Sign in with eduPass account if not already done.
6. **Minecraft Education Edition.**
 - a. Download from Microsoft Store or eduSTAR Catalogue – Link is on Compass School Favourites. Use eduPass account to access.
 - b. Sign into Minecraft with eduPass account.
7. **Adobe Creative Cloud.**
 - a. Download / install Creative Cloud application. (<https://adobe.com/au>) Sign in with eduPass account.
 - b. Once installed, manage installation of Adobe software applications as required.
8. **NAPLAN Locked Down Browser.**
 - a. <https://www.assessform.edu.au/naplan-online/locked-down-browser>
9. **Email client Microsoft Outlook:**
 - a. Configure for ...@schools.vic.edu.au account (will automatically be configured if you've already signed into Office)

At School Software installation / configuration

The following may not be required if the device has been configured via Microsoft Intune with the eduPass account:

1. **Join eduSTAR Wifi.**
 - a. Join eduSTAR wifi with eduPass address: <.....>@schools.vic.edu.au and password.
2. **Printer setup.** Refer to videos below on how to install. Compass Favourites, PaperCut Printer Setup links.

DETAILED INSTRUCTIONS

Several web sourced instructions are referenced via hyperlinks, or if you have a hardcopy of this document, use your phone or like device to scan the QR codes to view and follow the instructions as you work on the notebook.

At Home Software Install / Configuration.

Google Chrome installation: <https://www.howtogeek.com/658737/how-to-install-or-uninstall-the-google-chrome-browser/>



Microsoft Office 365 and Teams:
<https://docs.microsoft.com/en-us/microsoft-365/business-video/install-office?view=o365-worldwide>

Refer to video link via QR code:



MS OneDrive. Windows 10/11 comes with OneDrive. Apple users will need to install the app. Refer to: <https://support.microsoft.com/en-us/office/sync-files-with-onedrive-in-windows-615391c4-2bd3-4aae-a42a-858262e42a49>

Refer to video link via QR code:



Windows users who setup their notebook with a personal Microsoft Account will find OneDrive is already setup with the personal account. You will need to add the eduPass account. Do this by clicking on the OneDrive icon in the lower right-hand corner of your screen (cloud icon as per above). Then click on: “Help & Settings” > “Settings” > “Add an Account”. Enter the ...@schools.vic.edu.au address, and click “Sign in”. Enter your eduPass password at the eduPass dialog.

Adobe Creative Cloud.

<https://helpx.adobe.com/download-install/using/download-creative-cloud-apps.html>



Minecraft Education Edition.

Windows devices can download this from the Microsoft Store. Otherwise, go to this site: <https://education.minecraft.net/en-us/get-started/download>

Click on ‘Download Now’. Run downloaded installer.



NAPLAN Locked Down Browser (LDB).

Access this website: <https://www.assessform.edu.au/naplan-online/locked-down-browser>

Windows Installation: <https://youtu.be/rFFW4IAmUGM>

Apple Installation: <https://youtu.be/MUFFtSYDSHA>

Click on download appropriate for your device. Open/run the downloaded file.



Figure 2 - Windows Installation



Figure 1 - Apple Installation

Set up Outlook.

Outlook is Microsoft's Office 365 mail client. It can manage multiple email accounts.

If signed into Office already, the "...@schools.vic.edu.au" account should be automatically setup. Please seek assistance from the ICT office if required.

Tasks that need to be completed at school:

1. Join 'eduSTAR' wifi network.
2. Connect to school printer.

1. Joining eduSTAR wifi.

- a. Click on wifi icon, click on 'eduSTAR'
- b. For the Username, enter your eduPass account. e.g., tabc7@schools.vic.edu.au
- c. For the password, enter your eduPass password,
- d. Click check box 'Connect automatically',
- e. Click Join.

2. Printers.

PaperCut. Run the Papercut Print Deploy application.

PaperCut Print Deploy setup as per video instructions below.

Apple devices are also catered for. Select the download for 'Mac' and complete the installation.

