



SACRED HEART SCHOOL BRING YOUR OWN DEVICE PROGRAM

Setting Up a New Student Surface

This document should serve as your setup checklist for your child's new Bring Your Own Device (BYOD) Surface.

Check out the "SHS Video Directions" link under each item for a video of the process.

You can find a digital copy of this document and our other technology resources on our school website:

<https://school.sacredheart.org/academics/technology/bring-your-own-device>.


Parent Help Required:

Item	Directions
Turn on Device and Complete Initial Setup SHS Video Directions	Follow the device prompts to turn on your Surface for the first time. Need help? Follow the steps here: Turn On Your Surface for the First Time
Setting up Microsoft Accounts (Parent & Child) on the Device SHS Video Directions	We strongly recommend parents use their own Microsoft account to be the administrator on the device and then add a child account for their student. This provides much greater control of the device and is necessary for using Microsoft Family Safety for parental controls. Administrator Account Setup Parents, use your own personal Microsoft account to sign in to the device when you set up the computer. If you need to, you can create a Microsoft account. Child Account Setup After you have signed into the device with the administrator account, add a standard account for your child using these directions: <ol style="list-style-type: none">1. Select the Windows Button > Settings > Accounts2. Under Other users > Add account3. Enter your child's personal Microsoft account or create a person Microsoft account for them. Important: This is NOT their Sacred Heart account.4. Follow the prompts to set up their account.
Parental Controls SHS Video Directions	While SHS does not require parental controls on students' computers, we do encourage them. One of the easiest free programs is Microsoft Family Safety . It can be used to filter content and monitor screen time. Use the link to see all features. One important note is that it can only filter content and monitor browsing from the Edge browser. If you install another web browser like Google Chrome, MFS won't be able to monitor it. Microsoft Family Safety Setup <ol style="list-style-type: none">1. From your parent account or another device: Go to account.microsoft.com/family to set up or sign in to your family group.2. Sign in with your (parent) Microsoft account.3. Add family member > Member

	<ol style="list-style-type: none"> Click Next and enter your child's Microsoft account (from Child Account Setup steps above, NOT Sacred Heart account.) This will send an invitation to your child's email. Sign into their email to accept it. You will get options for safety settings, which you can always change from your Microsoft Family Safety account. From the student device: Sign into the student's account on the computer. Upon signing in, you should see a notification in the bottom right that says, "Microsoft Family Features." If you don't, try logging out and then back in. <p>Additional Tips:</p> <ul style="list-style-type: none"> Download the Microsoft Family Safety app on your phone. Check your student's account regularly and have conversations around device use. Fine-tune allowed websites/apps. <ul style="list-style-type: none"> Here is a list of commonly used SHS programs and websites. We suggest you add these to the allowed list to ensure your student has access to them. Some parental controls could impact your child's ability to access or download tools and programs for school. If your child is having issues accessing something for school, please have them communicate with their teacher and Ms. Mannion ahead of the due date to get help. MFS Support Homepage Getting started with Microsoft Family Safety Activity Reporting Filter Websites and Searches using Microsoft Family Safety Set Screen Time Limits Across Devices Set App and Game Limits Fix Screen Time Limits Not Working
Other Tips for Limiting Distractions	<p>The BYOD Setup for Minimizing Distractions resource was created for families to check for common distractions on devices that are already set up and in use by students. However, you may still find these tips helpful. It includes...</p> <ul style="list-style-type: none"> Removing Distracting/Problematic Apps Preventing Apps from Opening Unintentionally Checking Browser Extensions for Distractions and Problems
Name Your Device	<ol style="list-style-type: none"> Make sure you are signed into the administrator account on the computer. In the Windows search box, type "About your PC" and select it. Click "Rename this PC" Type in a new name for your computer. Make the Machine Name your <u>SHS username</u>. (ex. <i>augustpullman</i>)

Complete with Your Student:

Item	Directions
Install Microsoft 365 Desktop Applications SHS Video Directions	<ol style="list-style-type: none"> Go to portal.office.com. Sign in with your SHS email address and password. Click "Install and More" in the top right corner of the Microsoft 365 home screen. Microsoft 365 apps > Install Office Follow all prompts to download and install.

<p>Sign into Microsoft 365 Apps with your SHS Email Address</p> <p>SHS Video Directions</p>	<p>Once you sign in to one Microsoft 365 desktop application, the login information should automatically apply to the other Office365 programs (except OneDrive and Outlook- see later directions).</p> <ol style="list-style-type: none"> 1. Open any of the Microsoft 365 desktop applications on your device (Word, PowerPoint, etc.) 2. Sign in with your SHS email address and password. 3. If prompted, uncheck the box that asks about allowing your company to manage your device. 4. Make sure to sign out of your personal account in Microsoft to avoid syncing problems.
<p>Teams</p> <p>SHS Video Directions</p>	<p>Most new computers will have Teams installed, but if you don't have the app, follow these directions:</p> <ol style="list-style-type: none"> 1. Download Teams for Windows if not already installed. 2. Follow all prompts to download and install. 3. Sign in with SHS email and password. <p>Previously, Microsoft had two different versions of Teams (one for Work/School and one for Home). You won't be able to sign into your SHS account if you try to sign into Teams for Home.</p>
<p>Sign into OneDrive in File Explorer with your SHS Email Address</p> <p>SHS Video Directions</p>	<ol style="list-style-type: none"> 1. Click the Search icon in your taskbar, and search for "OneDrive." When OneDrive appears in the search results, click to open it. 2. This will likely open your personal OneDrive, not your SHS OneDrive. 3. Find the grey cloud on the right side of the tool bar and click to open. (Sometimes you need to click the carrot to expand the options.)  <ol style="list-style-type: none"> 4. Choose the Gear icon > Settings > Account > +Add an account 5. Enter your SHS email address and password. 6. Follow the prompts. 7. When finished, you should see a button to "Show my OneDrive folder." Click to open and confirm it says "OneDrive – Sacred Heart"
<p>Sign into Outlook with your SHS Email Address</p> <p>SHS Video Directions</p>	<ol style="list-style-type: none"> 1. Click the Search icon in your taskbar, and search for "Outlook." 2. When Outlook appears in the search results, click it. 3. Enter your SHS email address and password to sign in.
<p>Open OneNote Notebooks in OneNote Desktop App</p>	<p>Note: Class notebooks may not be set up until the start of the school year.</p> <ol style="list-style-type: none"> 1. Click the Search icon in your taskbar, and search for "OneNote." 2. When Outlook appears in the search results, click it. 3. Then navigate to Teams, open the class team, and click on "Class notebook." Your computer may need to view the notebook there first before the notebook shows up in OneNote. 4. Click File > Open > Look for your notebook in the "Recent" section. 5. Repeat for any additional class notebooks.

Optional: Add Clever Plugin to Web Browsers	<p>Please use the links below for information and instructions for installing the Clever browser:</p> <ul style="list-style-type: none"> Microsoft Edge: Install Directions
<p>Download the NWEA Lockdown Browser for MAP Testing</p> <p>SHS Video Directions</p>	<p>Download NWEA Lockdown Browser > Please choose the “MAP Growth PC Secure Browser.”</p> <p>If you have parental controls enabled, you will need parent help to follow the steps below:</p> <ol style="list-style-type: none"> 1. Download the browser. 2. Open your downloads folder. 3. Right click on the file and choose “Run as Administrator.” 4. This will prompt the administrator password for your parent to put in.
<p>Clean Up Your Taskbar</p> <p>SHS Video Directions</p>	<ul style="list-style-type: none"> • Your taskbar, by default, is along the bottom of the screen. • It shows any pinned applications, which remain on the taskbar even when an application is not in use, and any applications that are currently in use. • To pin/unpin, right-click on the application icon on the taskbar. Then click “Pin to taskbar” or “Unpin from taskbar”. <p>We recommend unpinning the Microsoft Store and anything else that may be distracting and pinning:</p> <ul style="list-style-type: none"> ✓ Microsoft Edge ✓ File Explorer ✓ OneNote ✓ Outlook ✓ Teams ✓ Any other applications that you use multiple times each week for school
<p>Recommended: Adjust Notifications</p>	<ol style="list-style-type: none"> 1. Select the Windows button on the bottom left side on the taskbar. 2. Select Settings > System > Notifications & actions. 3. Toggle of all notifications or scroll down and toggle on/off notifications for specific programs. <p>For some applications (like Teams), you may need to also adjust notification settings in the app itself.</p>
Label All Materials	Please label your device, case, pen, headphones, and charger with first and last name!

Please contact your Sacred Heart School Technology Team with questions!

Nancy Schoegg! – nschoegg@sacredheart.org | Cathy Batchelor – cbatchelor@sacredheart.org

Name: _____

Homeroom Teacher: _____

BYOD Setup Checklist

Students, please complete this checklist with a parent.

Due to teacher: _____

<input checked="" type="checkbox"/>	Parent Initials	Setup Step (For detailed directions, please use the "Setting Up a New Student Surface" document.)	Parent Questions or Note
<input type="checkbox"/>	_____	Administrator account set up	
<input type="checkbox"/>	_____	Child account set up <i>This is the account student will use to sign into computer.</i>	
<input type="checkbox"/>	_____	Recommended: Microsoft Family Safety set up	
<input type="checkbox"/>	_____	Added commonly used SHS programs and website to allowed list	
<input type="checkbox"/>	_____	Name Your Device	
<input type="checkbox"/>	_____	Install Microsoft 365 Desktop Applications	
<input type="checkbox"/>	_____	Download Teams for Work or School	
<input type="checkbox"/>	_____	Sign into Microsoft 365 Apps with your SHS Email Address	
<input type="checkbox"/>	_____	Sign out of Microsoft 365 Apps with your personal Microsoft account <i>Only SHS account should be signed in</i>	
<input type="checkbox"/>	_____	Sign into OneDrive with SHS Email Address	
<input type="checkbox"/>	_____	Sign into Outlook with SHS Email Address	
<input type="checkbox"/>	_____	Download the NWEA Lockdown Browser	
<input type="checkbox"/>	_____	Clean up your taskbar	
<input type="checkbox"/>	_____	Device, case, pen, headphones, and charger are labeled with first and last name	