



# SACRED HEART SCHOOL BRING YOUR OWN DEVICE PROGRAM

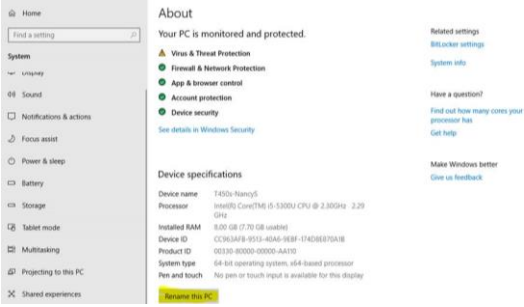
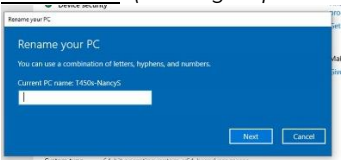
## Setting Up a New Student Surface

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


1. 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](#))
2. Complete each of the following:


### Parent Help Required:

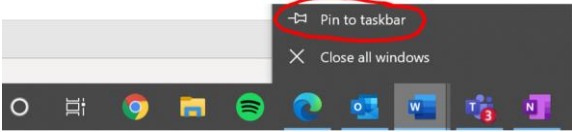
Item	Directions
Setting up Microsoft Accounts (Parent & Child) on the Device	<p>We strongly recommend parents use their own Microsoft account to be the administrator on the device and then add a child account for their student. This provides much greater control of the device and is necessary for using Microsoft Family Safety for parental controls.</p> <p><b>Administrator Account Setup</b></p> <ul style="list-style-type: none"><li>• Parents, use your own personal Microsoft account to sign in to the device when you set up the computer.</li><li>• Need to create an account? <a href="#">How to Create a New Microsoft Account</a></li></ul> <p><b>Child Account Setup</b></p> <ul style="list-style-type: none"><li>• 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"><li>1. Select <b>Start</b> &gt; <b>Settings</b> &gt; <b>Accounts</b> &gt; <b>Family &amp; other users</b>.</li><li>2. Under <b>Other users</b> &gt; <b>Add other user</b>, select <b>Add account</b>.</li><li>3. Enter your child's Microsoft account information and follow the prompts.</li></ol></li><li>• Please note that your child's account should be a personal Microsoft account, NOT their Sacred Heart account.</li><li>• Need to create an account for your child? <a href="#">How to Create a New Microsoft Account</a></li></ul>
Parental Controls	<p>While SHS does not require parental controls on students' computers, we do encourage them. One of the easiest free programs is <a href="#">Microsoft Family Safety</a>. 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.</p> <p><b>Microsoft Family Safety Setup</b></p> <ol style="list-style-type: none"><li>1. From your parent account or another device: Go to <a href="https://account.microsoft.com/family">account.microsoft.com/family</a> to set up or sign in to your family group.</li><li>2. Sign in with your (parent) Microsoft account.</li><li>3. Click "add a family member" to add your child to your family group.</li><li>4. Enter your child's Microsoft account (from Child Account Setup steps above, NOT Sacred Heart account.)</li><li>5. After adding your child's account, follow the setup steps for a Windows device.</li></ol>

	<ol style="list-style-type: none"> <li>You will get options for safety settings, which you can always change from your Microsoft Family Safety account.</li> <li>From the student device: Sign into the student’s account on the computer.</li> <li>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.</li> </ol> <p>Additional Tips:</p> <ul style="list-style-type: none"> <li>Download the Microsoft Family Safety app on your phone.</li> <li>Check your student’s account regularly and have conversations around device use.</li> <li>Fine-tune allowed websites/apps. <ul style="list-style-type: none"> <li>Here is a list of <a href="#">commonly used SHS programs and websites</a>. We suggest you add these to the allowed list to ensure your student has access to them.</li> </ul> </li> <li>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.</li> </ul>
<p>Other Tips for Limiting Distractions</p>	<p>The <a href="#">BYOD Setup for Minimizing Distractions</a> 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"> <li>Removing Distracting/Problematic Apps</li> <li>Preventing Apps from Opening Unintentionally</li> <li>Checking Browser Extensions for Distractions and Problems</li> </ul>
<p>Name Your Device</p>	<ol style="list-style-type: none"> <li>In the Windows search box type “About your PC” and select it.</li> <li>Scroll to the middle section and select “Rename this PC” (This will be at the top of the screen in Windows 11).</li> </ol>  <ol style="list-style-type: none"> <li>Type in a new name for your computer. Make the Machine Name your <b>SHS username</b>. (ex. <i>augustpullman</i>)</li> </ol> 

**Complete with Your Student:**

Item	Directions
<p>Install Office365 Desktop Applications</p>	<ol style="list-style-type: none"> <li>Go to <a href="https://portal.office.com">portal.office.com</a>.</li> <li>Sign in with your SHS email address and password.</li> <li>Click “Install Office” in the top right corner of the Office365 home screen</li> </ol> 

	<p>4. Follow all prompts to download and install.</p>
Sign into Office365 Apps with your SHS Email Address	<p>Once you sign in to one Office365 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"> <li>1. Open any of the Office365 desktop applications on your device (Word, PowerPoint, etc.)</li> <li>2. Sign in with your SHS email address and password.</li> </ol>
Teams	<ol style="list-style-type: none"> <li>1. <a href="#">Download Teams for Work or School</a> if not already installed.</li> <li>2. Follow all prompts to download and install.</li> <li>3. Sign in with SHS email and password.</li> </ol> <p>Note: Windows 11 devices come with Teams for Home pre-installed. We recommend uninstalling Teams for Home as it is not needed for school and can be confusing for students to have two Teams apps.</p>
Sign into OneDrive in File Explorer with your SHS Email Address	<ol style="list-style-type: none"> <li>1. Click the Search icon in your taskbar, and search for "OneDrive." When OneDrive appears in the search results, click to open it.</li> <li>2. Enter your SHS email address and password.</li> <li>3. Follow the prompts to choose your OneDrive folder.</li> <li>4. When finished, you should see "OneDrive - Sacred Heart School" in File Explorer. The grey cloud indicated below should now be blue.</li> </ol> 
Sign into Outlook with your SHS Email Address	<ol style="list-style-type: none"> <li>1. Click the Search icon in your taskbar, and search for "OneDrive." Type "Outlook." When Outlook appears in the search results, click it.</li> <li>2. Enter your SHS email address and password.</li> </ol>
Open OneNote Notebooks in OneNote Desktop App	<ol style="list-style-type: none"> <li>1. Open OneNote by searching "OneNote" in the Windows Search Bar.</li> <li>2. 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.</li> <li>3. Click File &gt; Open &gt; Look for your notebook in the "Recent" section.</li> <li>4. Repeat for any additional class notebooks.</li> </ol> <p>Note: Class notebooks may not be set up until the start of the school year.</p>
Optional: Add Clever Plugin to Web Browsers	<p>Please use the links below for information and instructions for installing the Clever browser extension based on web browser:</p> <ul style="list-style-type: none"> <li>• Microsoft Edge (New): <a href="#">Install</a>   <a href="#">Directions</a></li> <li>• Google Chrome: <a href="#">Install</a>   <a href="#">Directions</a></li> </ul>
Download the NWEA Lockdown Browser for MAP Testing	<p>Download <a href="#">NWEA Lockdown Browser</a> &gt; 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"> <li>1. Download the browser.</li> <li>2. Open your downloads folder.</li> <li>3. Right click on the file and choose "Run as Administrator."</li> <li>4. This will prompt the administrator password.</li> </ol>
Clean Up Your Taskbar	<ul style="list-style-type: none"> <li>• Your taskbar, by default, is along the bottom of the screen.</li> <li>• 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.</li> <li>• To pin/unpin, right click on the application icon on the taskbar. Then click "Pin to taskbar" or "Unpin from taskbar".</li> </ul>

	 <p>We recommend unpinning the Microsoft Store and anything else that may be distracting and pinning:</p> <ul style="list-style-type: none"> <li>✓ Microsoft Edge</li> <li>✓ File Explorer</li> <li>✓ OneNote</li> <li>✓ Outlook</li> <li>✓ Teams</li> <li>✓ Any other applications that you use multiple times each week for school</li> </ul>
<p>Recommended: Adjust Notifications</p>	<ol style="list-style-type: none"> <li>1. Select Start (Windows icon) in the bottom left corner on the taskbar.</li> <li>2. Select Settings (Gear icon) &gt; System &gt; Notifications &amp; actions.</li> <li>3. Scroll down, and toggle on/off notifications for specific programs.</li> </ol> <p>For some applications (like Teams), you may need to also adjust notification settings in the app itself.</p>
<p>Label All Materials</p>	<p>Please label your device, case, pen, headphones, and charger with first and last name!</p>

Please contact your Sacred Heart School Technology Team with questions!

Nancy Schoegg | [nschoegg@sacredheart.org](mailto:nschoegg@sacredheart.org) | Lindsay Mannion - [lmannion@sacredheart.org](mailto:lmannion@sacredheart.org)