

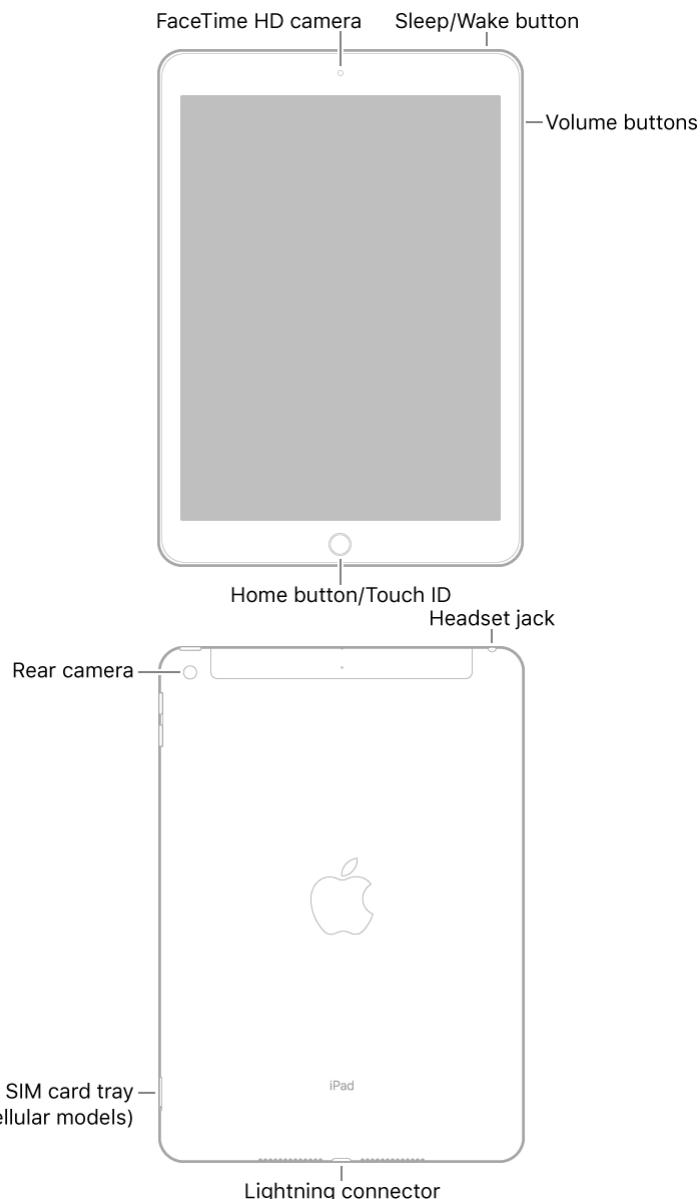
# iPad set up guide - Manor CE Academy



## Basic set up guide for your iPad

### 1:1 Technology at Manor CE Academy

Please ensure that you have made yourself aware of your rights and the guidelines for using your iPad that are outlined in the Acceptable Usage Policy you signed when ordering your iPad and also shown in the school planner. Please also ensure that the student and parents signatures are complete to acknowledge the AUP before using your iPad in school.



This is a basic guide to help you set up your iPad before using it in school. If you need any further information or support, please do not hesitate to ask at the ICT office.

Step-by-step guide:

1. Press and hold the POWER button (or HOME button) for a few seconds to turn on the iPad - you will see the Apple symbol in the middle of the screen.
2. Slide the arrow to the right to setup
3. Select your location (United Kingdom) and click 'next' (top right)
4. Select Enable Location Service, and click 'next' (top right)
5. Select the desired Wi-Fi network. When at home select your own Wi-Fi network and enter the Wi-Fi password if you have one. Then click 'next' (top right)
6. Click 'Set Up as New iPad'
7. Select either 'sign in with an apple ID' or 'create an apple ID'  
There are video guides available online to help with this if you prefer:

- Set up if you already have an apple id: <http://youtu.be/ND80Skz0J7w>

- Set up if you don't already have an apple id: <http://youtu.be/HMdEv9zigfw>

**THERE ARE IMPORTANT THINGS TO CONSIDER AT THIS STAGE:**

- Apple have a minimum age for holding an apple id. If you are less than 13 yrs old, the apple id will need a parent/guardian to set up the account on your behalf and in their name. You should use your school email but the rest of the details (name, D.O.B. etc.) will need to be your parent/guardian.

- If you already have an apple id, it is fine to use it. Select 'sign in with an apple ID' and skip to step 16

- If you do not have an apple id, please select 'create an apple id' and continue with these steps

8. Select your birthday
9. Enter your name
10. Make sure 'use your current email address' is selected and click 'next' (top right)
11. Enter your school email address which is in the following format

surname initial 19@[manorceacademy.org](mailto:manorceacademy.org) (18@ if in year 8 or 17@ if in year 9)

e.g. [starkt19@manorceacademy.org](mailto:starkt19@manorceacademy.org) or [parkerp19@manorceacademy.org](mailto:parkerp19@manorceacademy.org)

**Please ensure that you get this correct at this stage as otherwise it will need resetting through Apple which can take up to two weeks to do.**

Enter your username and password. Your password will need:

- 8 characters or more
- at least 1 upper and 1 lowercase letter
- 1 number
- to be memorable (we cannot reset this password, only you can via Apple reset procedure)

12. Create a security question, using the roller at the bottom for questions. Click in the 'answer' section to enter the desired answer. This will be used if you forget your apple id password.
13. Make sure your email updates are set as 'off' and click 'next'(top right)
14. Read the license agreement and click 'agree' if you agree.
15. Click 'Use iCloud' and click 'next'(top right)
16. Click 'Back up to iCloud' and click 'next'(top right)
17. Click 'Use find my iPad' and click 'next'(top right)
18. Click 'Use dictation' and click 'next'(top right)
19. Click 'Don't send' and click 'next'(top right)
20. If you wish to register with Apple, keep the slider ON and click 'next'(top right)

**Congratulations! The first section of the 'set up' is now complete and you can click 'start using iPad' and the 'Home screen' will appear.**

## iPad Support

If you have any issues with any aspect of your iPad, please email [ipadsupport@manorceacademy.org](mailto:ipadsupport@manorceacademy.org) or visit the ICT Support office or iPad Support (Mr William's office next door to Mr Hosier's IT Suite)

## Tips for looking after your iPad

- An iPad is not a toy! Caring for an iPad is similar to caring any other electronic portable device. This requires basic elements of care and cleaning. These tablets are like computers and are comparatively delicate. They do not react well to any moisture, temperature extremes, or excessive force.
- Ensure the iPad is in its case at all times. If an iPad is damaged whilst not in its protective case, it is not insured and any repair costs will need to be covered by yourself or parent/carer.
- Additionally, please ensure that the case is looked after. If the iPad is damaged in a case that is falling apart and that offers no protection, it is not insured.
- Do not use window or other cleaning solutions or solvents as these will permanently damage it.
- When not using your iPad, please close the front of the case to protect to avoid any possible accidents.
- Ensure that the iPad is left on a stable surface (i.e. not your bed)
- Do not leave your iPad on the floor where it can be trodden on.
- Do not use your iPad in close proximity to water or steam.
- Do not throw your iPad.
- Never leave it in the sun or very warm areas like inside a hot car. Doing this will cause distortion and damage the battery.
- Never leave it in very cold areas. This will potentially damage the battery.
- Avoid using your iPad whilst it is charging; if the device is plugged in and there is excessive use of the iPad, it will damage the 'lightning charging cable'. These are not covered by the insurance and will need to be replaced by yourself or parent/carer.
- The battery in the iPad contains lithium which means they are rechargeable. However over time you may start to notice the device does not hold its charge for as long as it used to. To extend the life of your battery turn off Wi-Fi when you are not using it and at least once a month run a complete battery cycle.

In other words charge your battery to 100%, let the battery die and charge again to 100%.

If the above steps are adhered to, there is no reason why your iPad won't last it's time with you at Manor and beyond.