

Year 5 & 6

Bring Your Own Laptop Program

Buderim Mountain State School

'BYOx Windows Laptop Onboarding Guide'





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Instruction 1: Intune Device Enrolment

Introduction

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO Windows device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.

These instructions are for Windows 11 and above. You may find some of the screens look different to the ones provided here if you have an older version of Windows or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.

Please note: If you have any problems with installing Intune or using it afterwards, please contact IT@buderimountainss.eq.edu.au for assistance. *See below for troubleshooting and Intune FAQ's.*

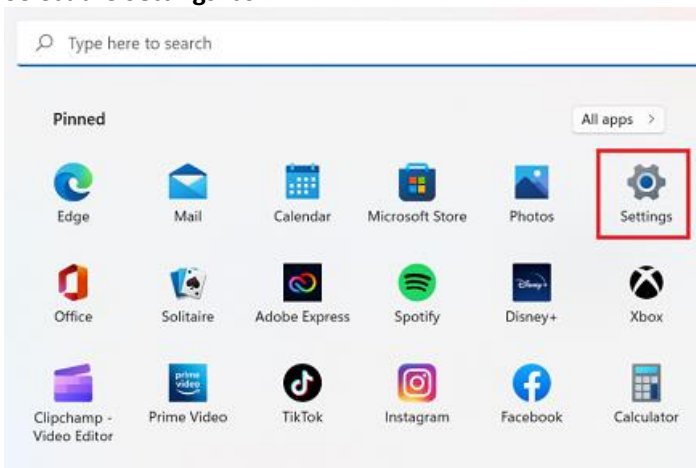
Instructions

Step 1. Install Intune

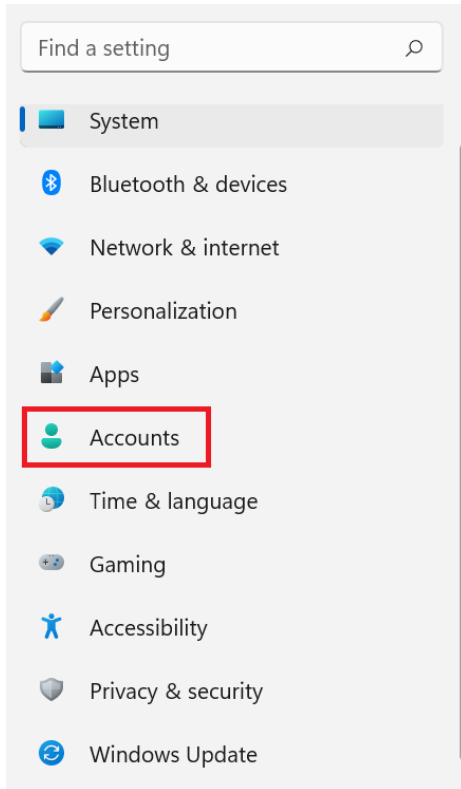
- a. Connect to the internet and select the Windows icon at the bottom of your screen



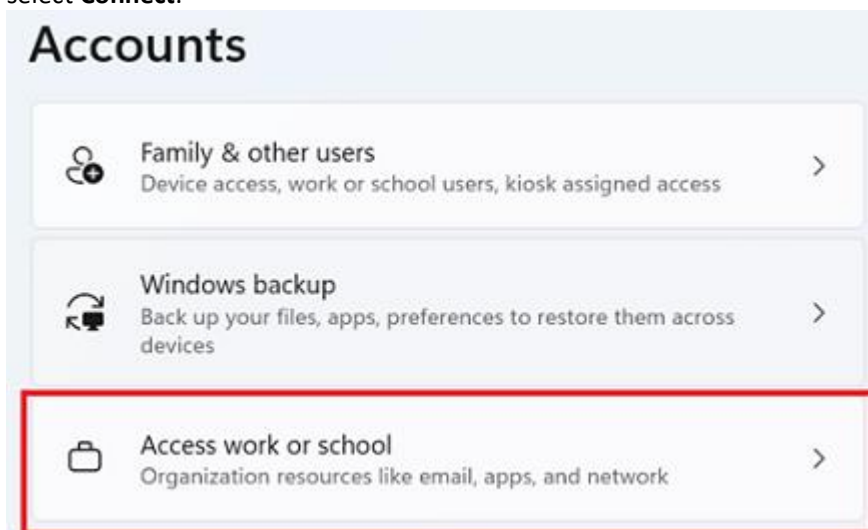
- b. Select the **Settings** icon



c. Select **Accounts**



d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.



- e. Enter your school *@eq.edu.au* email address and select **Next**.

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.



- f. Please enter your username, password, accept the terms and conditions, and **Sign in**.

Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use](#)



[Change my password](#)

- g. **Select Yes** if prompted to remember sign-in details.

Remember sign-in info?



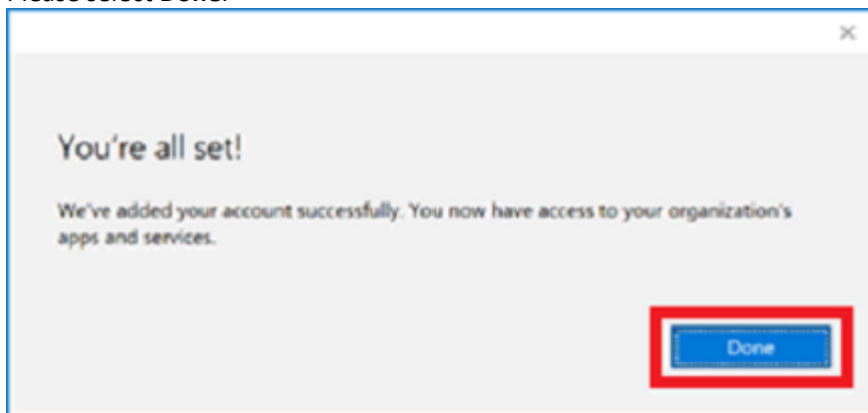
Let Windows remember your sign-in name and password so you don't have to.

Stored sign-in info can be used with other apps as well (so you won't need to enter it again), and it's automatically synced to all your PCs.

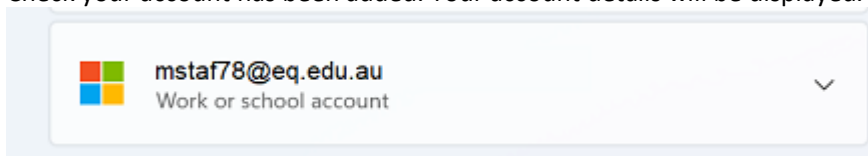
Yes

Skip

- h. Please select **Done**.

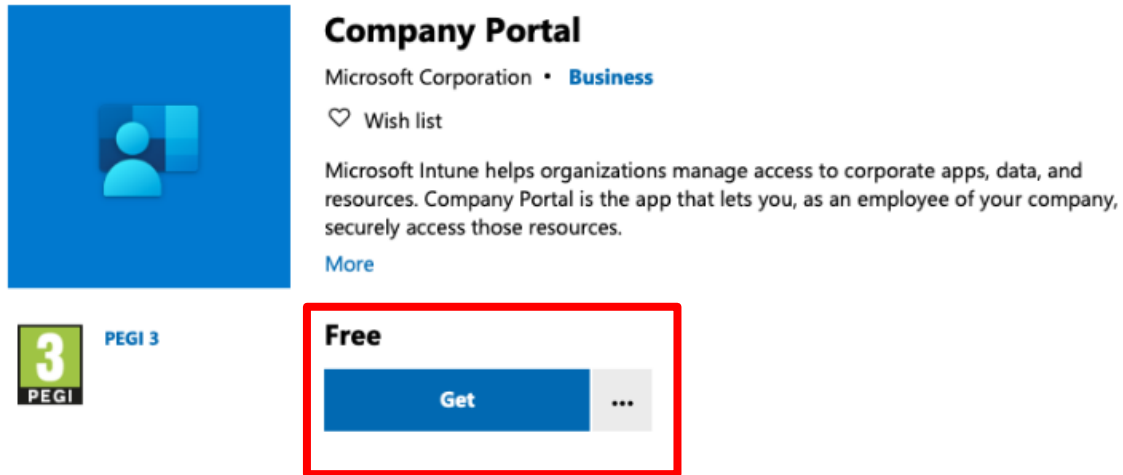


- i. Check your account has been added. Your account details will be displayed.

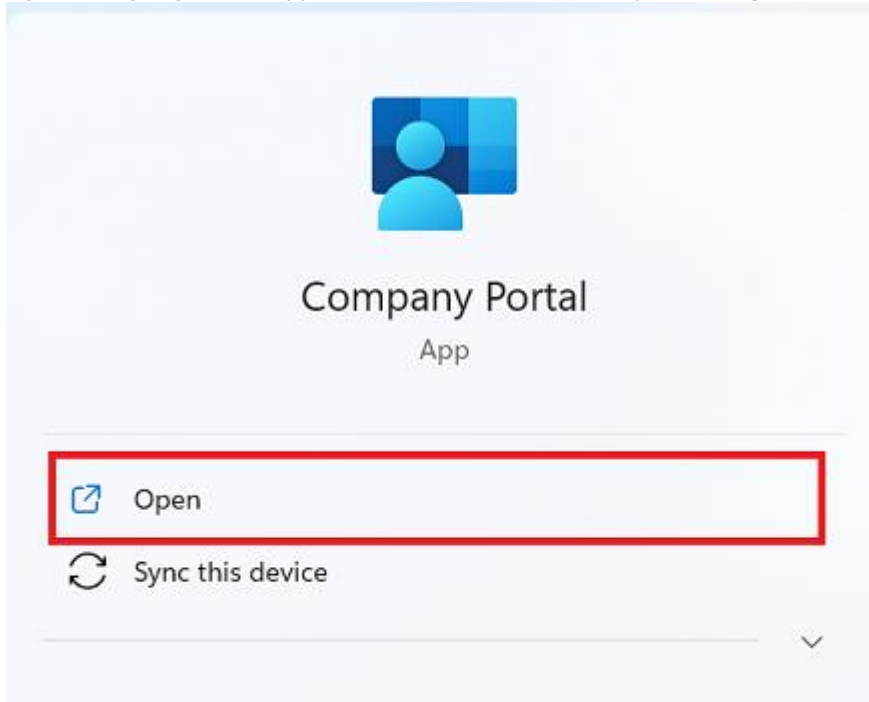


Step 2. Install Company Portal and BYOx Mapper apps

- a. Select the **Windows Start menu** and open the **Microsoft Store** app. Search for **Company Portal** application and install it.



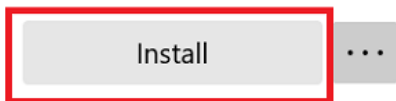
- b. **Open Company Portal** App once downloaded and if requested, sign in with your school account.



- c. Click install BYOx Mapper

BYOx Mapper

Queensland Education Department



****If you're unable to install Company Portal or BYOx Mapper please complete troubleshooting steps 1 and 2 on page 12****

Instruction 2: Download and install Microsoft Office 365 Applications

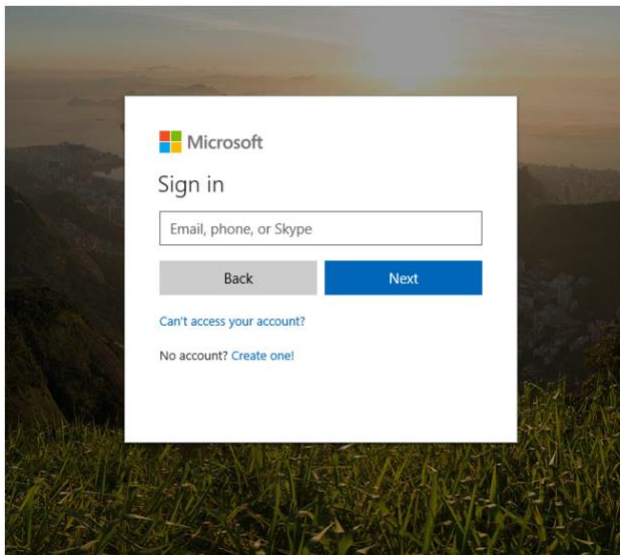
Important Information

This is not available to download from the School network, it must be done from home.

Instructions

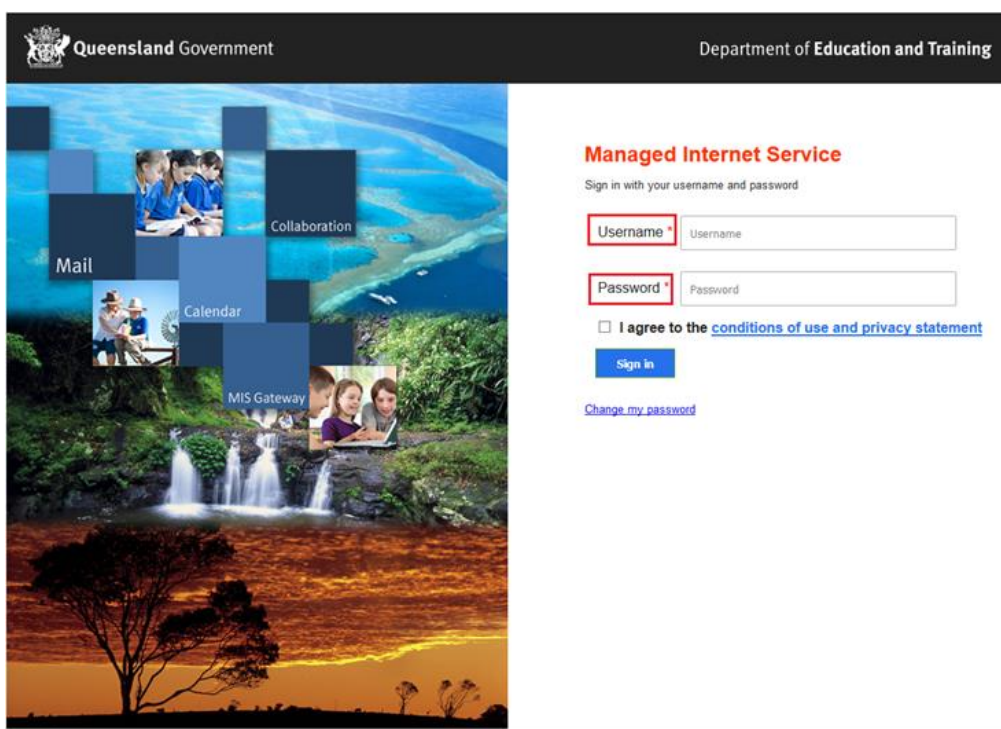
Step 1:

- Open internet browser and navigate to <https://office.com>
- Click** on "Sign in" and enter students username. **Type** in your EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next".

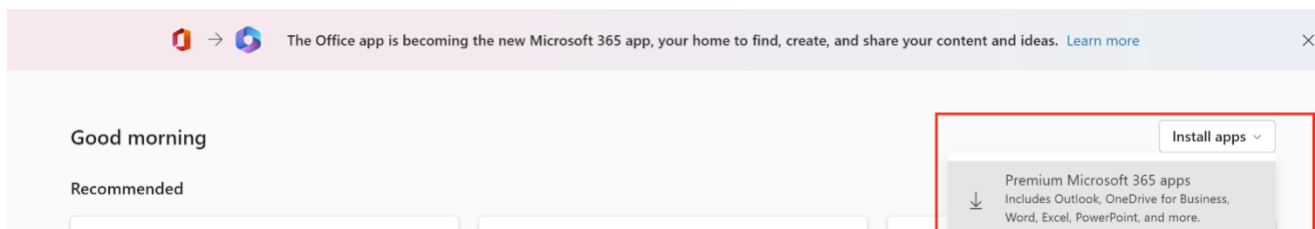


Step 2:

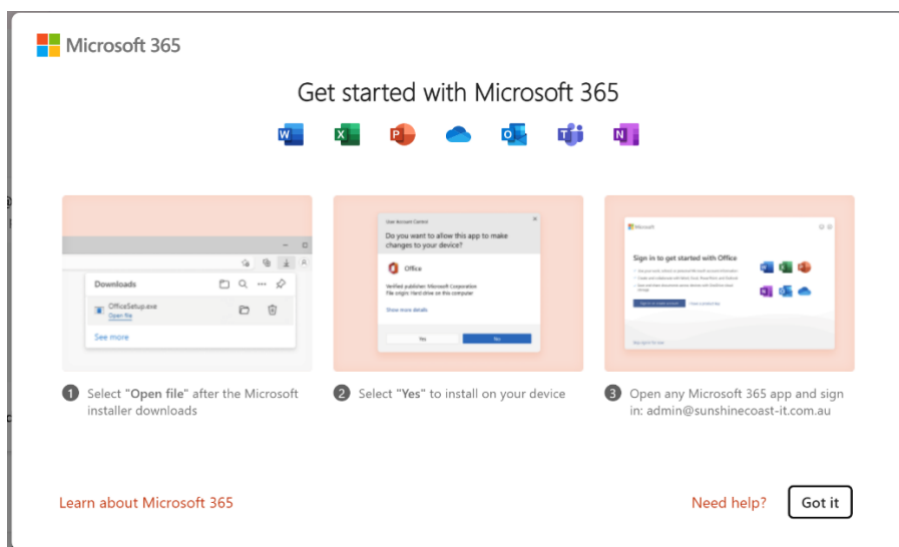
- You will be prompted for your username and password on the online authentication page. Type your username and password. Ensure just to use the username and not @eq.edu.au.



- b. **Click** Login
- c. In the **top right** corner, click on the **Install apps** then **Premium Microsoft 365 apps**.



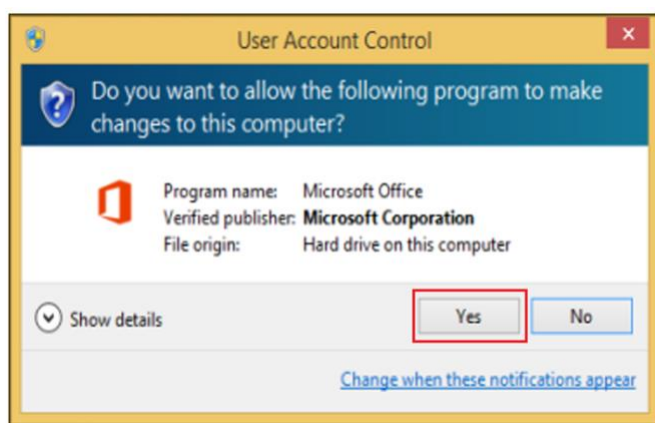
- d. A pop-up message will appear prompting you to run or save the .exe file.
- e. **Click** on 'Save'. The file will automatically begin to download.



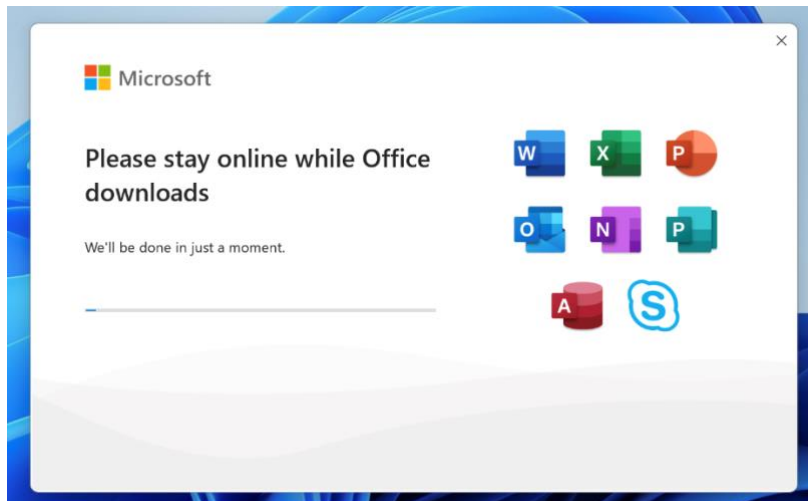
- f. When the file has completed downloading, **click** on 'Run'. You can also open your computers Downloads folder and 'Run' the setup file there.

Please note this file may take a while to download depending on your bandwidth speed.

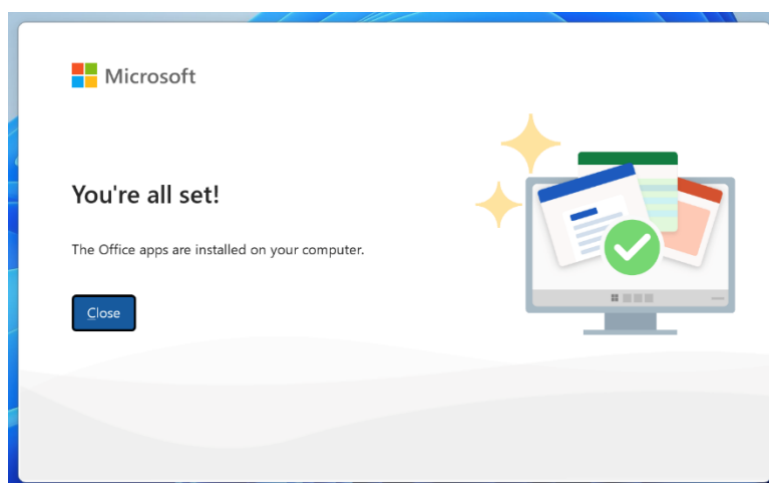
- g. You will be prompted with a message to make changes to your computer. **Select 'Yes'**.



- h. Microsoft 365 will start downloading and install onto your computer, wait for this to finish.



- i. After Microsoft 365 finishes installing, a message will appear to inform it has completed. Click 'Close'.



- j. After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app for the first time you'll be prompted to sign in to Office to Activate. Be sure to sign in using your @eq.edu.au (school account).

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school member. This software can be installed on up to 5 devices (Windows/Apple). See below for troubleshooting steps.

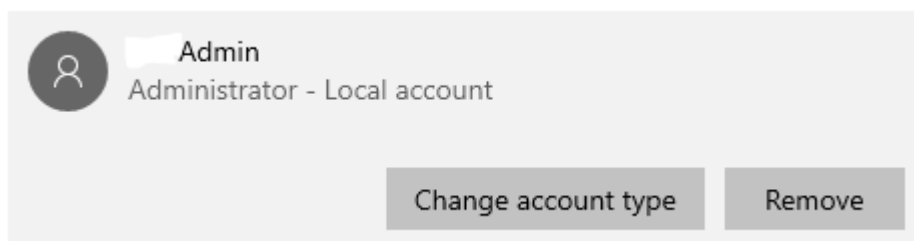
Troubleshooting Steps

Step 1: Ensure your child's account has computer Administration privileges

Important Information: Laptop Administration rights will be required to install school-based network printers and applications. If parental controls are enforced on your child's account, we strongly recommend creating an additional "BMSS Admin" account and giving this user name and password to the Teacher who can use this when required.

Check to ensure Administration rights is enabled for your child's account

- 1: Click **Start Menu > Settings**
- 2: Click **Accounts > Other users**
- 3: Ensure your Childs account set to **Administrator – Local account**. If not, select Change account type to Administrator



Step 2: Ensure Windows S Mode is switched off

Important Information: To ensure compatibility with BMSS BYO program devices must be switched out of Windows 10/11 S Mode to run school-based applications. Some applications include Microsoft 365 suite, mBlock, LEGO EV3, Scratch Desktop, Kodu and network printers.

1. On your PC running Windows 10 in S mode, open **Settings > Update & Security > Activation**.
2. In the **Switch to Windows 10 Home** or **Switch to Windows 10 Pro** section, select **Go to the Store**. (If you also see an "Upgrade your edition of Windows" section, be careful not to click the "Go to the Store" link
3. that appears there.)
4. On the **Switch out of S mode** (or similar) page that appears in the Microsoft Store, select the **Get** button. After you see a confirmation message on the page, you'll be able to install apps from outside of the
5. Microsoft Store.

Intune FAQ's

What can school administration staff see or not see on my child's device?

What the school administration (Intune) can see on the device	What the school administration (Intune) cannot see on the device
<p>Your school can only see information that is relevant to the school:</p> <ul style="list-style-type: none"> • Device owner • Device name • Device model • Device manufacturer • Operating system and version eg: iOS 13 or Windows 10 • App inventory and App names, like Microsoft Office 365 • On student and staff's personal devices the school can only see school managed Apps • Device serial number and IMEI 	<p>Your school does not monitor student's use of the device</p> <ul style="list-style-type: none"> • Cannot see your child's personal information • Cannot see what your child is doing on their device • Does not track student's locations / device location • Does not provide information on personally installed applications • Does not allow uninstalling of any applications including your child's own applications • Home Network cannot be seen • Calling and web browsing history • Email and text messages • Contacts • Calendars • Passwords • Pictures, including what's in the photos app or camera roll • Files

Can I have multiple mobile device management tools on my child's device?

Microsoft Intune does not work if other mobile device management (MDM) tools are installed on the device.

Can I use parental controls if my child's device has Intune installed?

Parental controls can be used in conjunction with Intune. Windows has [Microsoft Family](#) to manage screen time and block and manage apps and features on your child's device. For iOS, [refer to parental controls on your child's iPhone, iPad and iPod touch](#) to explore a range of iOS parental control features.

Is there any cost associated with using Intune?

There is no cost for your child to use Intune and Microsoft Office 365.