



Pacific Pines Primary School

Dear parents and caregivers,

To support the BYOD MyPad program, the school uses *Microsoft Intune*. *Intune* provides the ability to enrol student devices and applications onto the department network. By using *Intune*, Pacific Pines Primary School has committed to purchasing all apps across our school for students in Prep to Grade 6. This saves our families over \$50 per student per year on app purchases.

What are the main services provided by Intune?

- User authentication services to gain access to a school network
- Through Microsoft Intune:
 - device configuration and enablement from home
 - promotion of school applications and websites
 - certificate provisioning for Wi-Fi access
- Through guest Wi-Fi the ability to grant:
 - students' ability to on-board their devices at school if required

What Intune does

This software enables mobile configuration settings to be deployed to devices to:

- Enable Wi-Fi Connectivity to the school's network
- Enable automatic setup of the device's default email application to add the student's departmental email account
- Enable access to a school selected list of app store applications

What's next

- Please familiarise yourself with the user guides for getting your child's iPad ready for school
- Students will be signing the MyPad User Agreement with their classroom teacher (a copy of this is attached for your information)
- Intune guidelines and instructions are attached, please install the software as instructed
- Students will begin using iPads for learning in **Week 2, Term 1 (Years 1 – 6) and Week 3 Term 1 (Prep)**

Please ensure you discuss with your child the importance of keeping their iPad safe on the way to and from school. Whilst all care is taken, the school does not accept responsibility for an iPad, if it is lost, stolen or damaged.

We thank you for your continued support of our BYOD MyPad program.

Kind regards,

De Parker
Principal

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Achieving Excellence Together



Pacific Pines Primary School would like to acknowledge the Kombumerri people, the traditional custodians of this land. We gather in this special place, between the salty water and the mountains, to learn. We pay our respects to the Elders past, present and emerging for they hold the memories and traditions for the First Nations Peoples of Australia. May their knowledge, strength and wisdom be with us today as we continue our learning journey together.



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Preparing for your child to bring their iPad to school:

- ☐ **Repair any damages** to the iPad. This includes cracked glass screens.
- ☐ Create an **Apple ID and Password** if you don't already have one. Setup Family Sharing (refer to the Required Apps Register for the Setup Process). ***Please be mindful that this allows ALL photos from your devices to be shared to your child's iPad.***
- ☐ Add a **Passcode** to your child's iPad (consider setting up [Screen Time](#) and **uncheck Allow Changes to Passcode**). In line with Department of Education Queensland processes for inTune, **students will require a passcode to unlock their iPad.**
- ☐ Install and setup the **inTune Company Portal app** on your child's iPad (refer to the setup process document ***BYOD MyPad InTune Instructions***).
- ☐ **Update your child's iPad** to the latest version of iOS. Settings – Software Update.
- ☐ Check the **storage space** on your child's iPad and delete photo/video from the camera roll (and recently deleted folder). Go to Settings / General / iPad Storage.
- ☐ Ensure **home apps are saved onto another screen** and are kept to a minimum.
- ☐ **Turn off all chat functions** including iMessage and app/game notifications.
- ☐ Ensure **mobile data access** is not enabled whilst your child is at school.
- ☐ **Your child's name is written** on the iPad, in a **protective cover**, a tempered glass screen protector (recommended) and water-resistant carry bag sleeve e.g. neoprene (recommended).
- ☐ Ensure your child has a set of **working headphones for school** (all students Year 1 – Year 6) and a **keyboard** (for students in Year 3 – Year 6).
- ☐ Discuss the **MyPad User Agreement** with your child.
- ☐ Read the Department of Education, [Cybersafety and Cyberbullying guide for parents and caregivers](#).

NEED FURTHER HELP? See your child's class teacher if you experience difficulties with any items on this checklist.



BYOD MyPad Intune Instructions 2026

This guide demonstrates how to:

- Install the Intune Company Portal app

Before you begin ensure you have:

- An Apple ID.

You will need

- An iPad running iOS 16
- An internet connection

Install the Intune App

1. From the Home Screen, Tap the [App Store](#) 
2. Tap [Search](#), located at the bottom left of the screen



3. Enter "Intune Company Portal" in the search box
4. Tap "[Get](#)" or  to install the App



5. Confirm the "Intune Company Portal" App opens ok from the home screen
6. The rest of the setup will be completed at school