

William Ross State High School



GETTING YOUR CHILD'S DEVICE READY FOR SCHOOL

BYOx Link

The Department of Education has a Bring Your Own (BYO) device solution called "BYOx Link" that enables students to use their privately owned devices to access school email, learning applications, printers and shared network drives at the school. School wireless systems allow access from private devices and Microsoft Intune, a mobile device management platform is used to setup the devices.

What does "enrolling your child's device into Intune" mean for my child?

Enrolling your child's device into Intune, will mean your child will be able to:

- access the school Wi-Fi network and have school email automatically set up and configured
- access the school's learning applications and websites.
- self-manage their device - they will need administration rights

What if I am having trouble with the enrolment?

If you are having trouble or have further questions, contact your school IT support or school administration staff.

- Please note, your child will need to stay logged in for up to 15 minutes after enrolment is done, to make sure all Intune set-up is complete.
- Enrolment of a device may take 10-15 minutes.

Where is it best to enrol my child's device into Intune?

We recommend that your child enrolls their device into Intune at home using the home Wi-Fi internet connection. If needed, your child may also enrol at school, using the school guest Wi-Fi service, EQGUEST.

How much home internet data allowance does Intune use?

A small amount of data is required to both enrol your child's device into Intune and subsequently to use Intune at home to access school email and learning applications. Home data allowance will be required if your child is accessing websites and school applications; the amount depends on the applications.

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
Your school can only see information that is relevant to the school: • 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	Your school does not monitor student's use of the device • 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 photo's 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. Your child's school may impose charges for other application licensing costs.

What are the requirements for my child's device?

Your child's device needs to be supported by the manufacturer, please see the links below

- For supported operating systems please see [Operating systems and browsers supported by Microsoft Intune | Microsoft Learn](#)
- For discontinued Apple and Mac devices, refer to [statement of vintage and obsolete products](#). Note for Apple, that only iPads, iPhones and Mac devices are supported by the BYOx service offering.

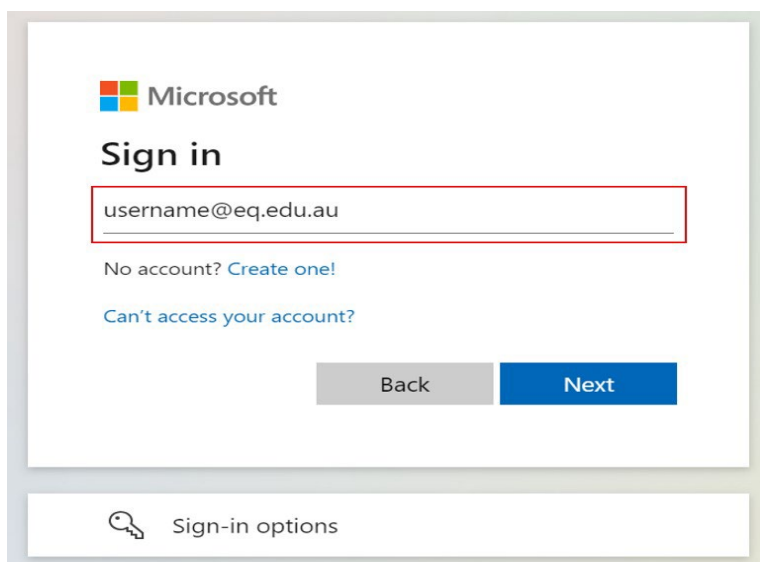
Update the operating system on your child's device to latest available operating system. Chromebooks are not compatible.

DOWNLOAD, UPDATE TO AND INSTALL OFFICE 365

Important Information: This is not available to download from the School or Corporate networks, **it must be done from home.**

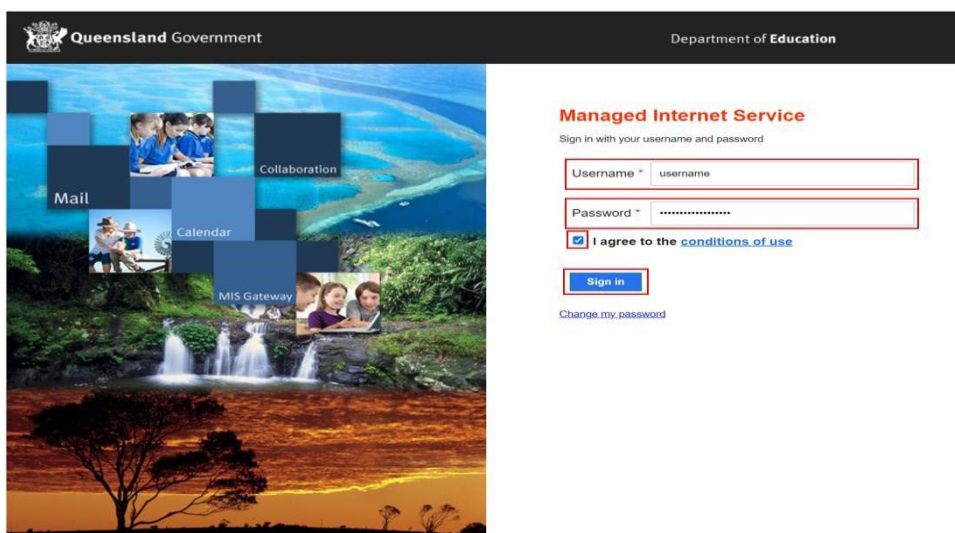
Note: If you currently have an older version of Office installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open

1. **Open** an internet browser (Chrome, Edge, Firefox) and **navigate to** <https://www.office.com/>
2. You will be prompted to sign in
3. In the Username field, **type** in your EQ (e.g. j.smith1@eq.edu.au) or QED (e.g. joe.smith@qed.qld.gov.au) email address and **click** "next"



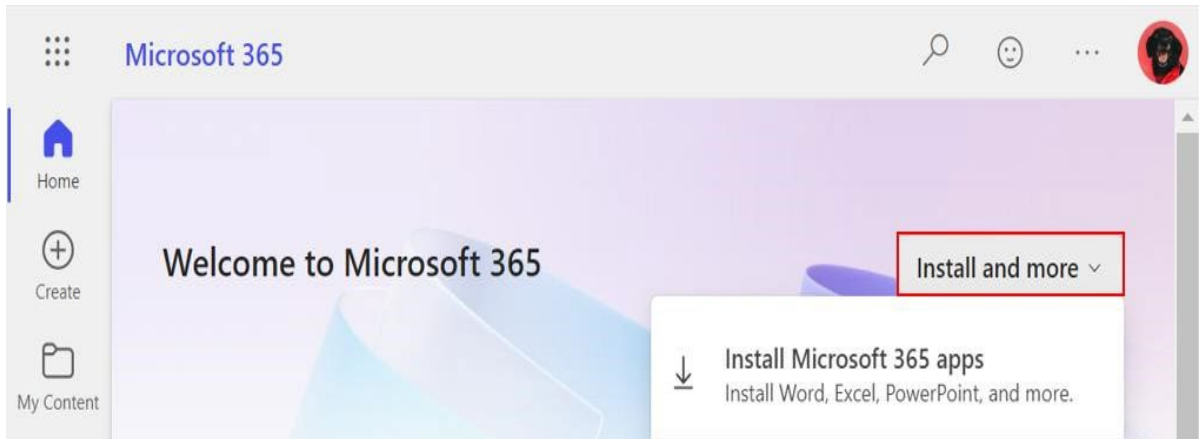
The image shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "username@eq.edu.au". Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom of the sign-in area are two buttons: "Back" and "Next". Below the sign-in area is a section titled "Sign-in options" with a key icon.

4. You will be prompted for your username and password on the online authentication page. **Type** your username and password, **tick** the box to agree to the conditions of use, and **click** "sign in".

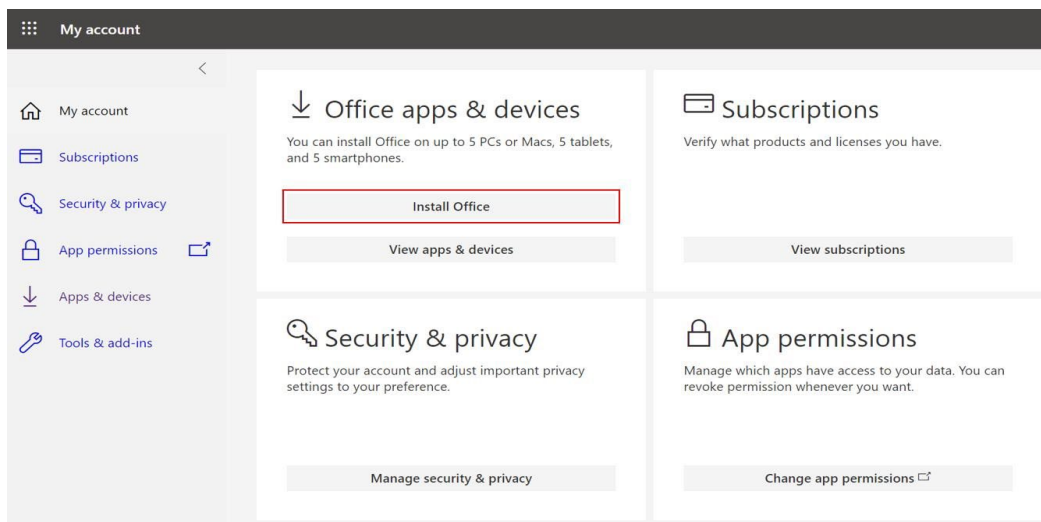


The image shows the login page for the Queensland Government Managed Internet Service. The header includes the Queensland Government logo and the text "Department of Education". The main content area has a background image of a waterfall and a grid of icons for "Mail", "Collaboration", "Calendar", and "MIS Gateway". On the right side, there is a "Managed Internet Service" section with the text "Sign in with your username and password". Below this are two input fields: "Username *" with the value "username" and "Password *" with a masked password ".....". There is a checkbox labeled "I agree to the [conditions of use](#)". Below the checkbox is a "Sign in" button. At the bottom of the login section is a link "Change my password".

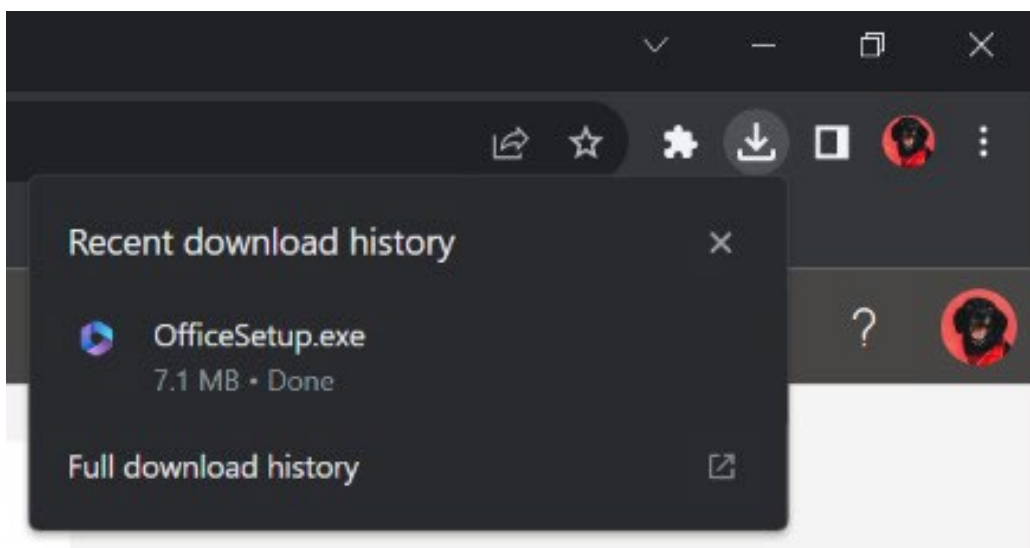
5. After successfully signing in, you will be taken to the Microsoft 365 landing page
6. In the top right corner, **click** on "Install and more" then "Install Microsoft 365 apps".



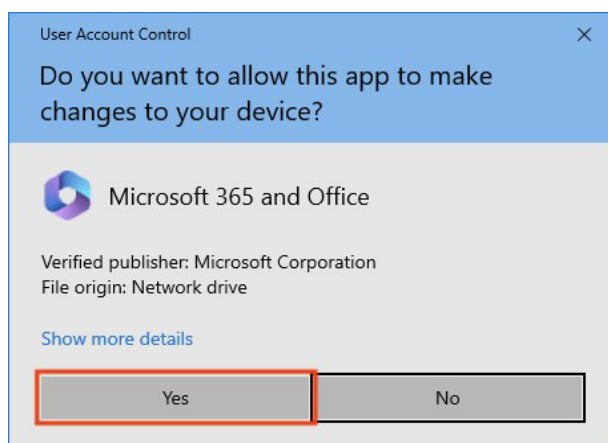
7. After clicking "Install Microsoft 365 Apps" you will be taken to your Microsoft 365 account page.
8. Under "Office apps & devices" **click** "Install Office"



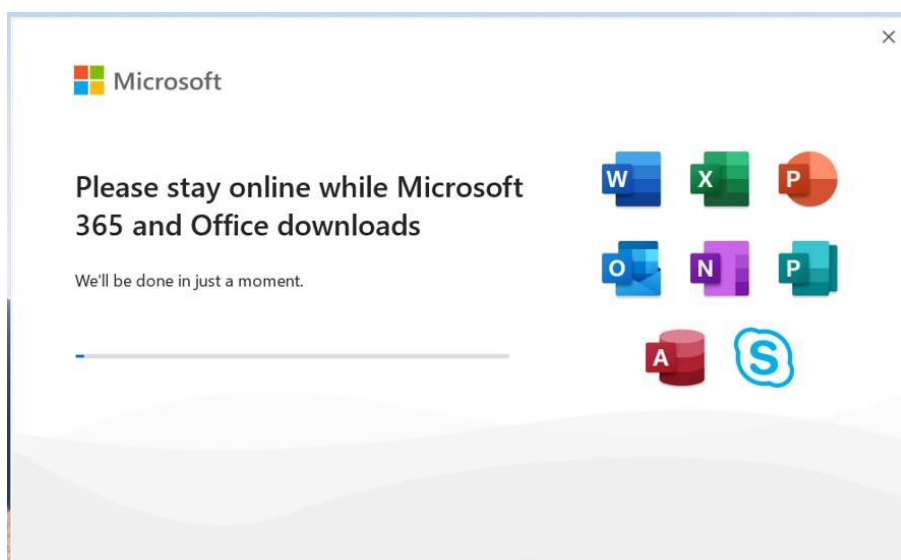
9. A file will download titled "OfficeSetup.exe"



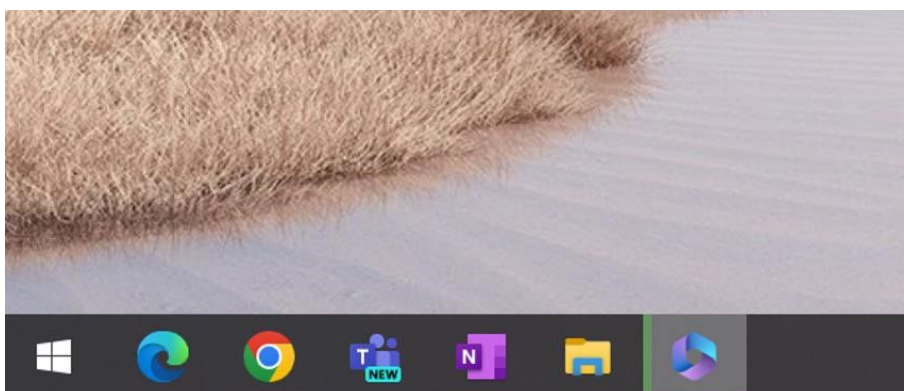
10. After the download has completed, open/run the file
11. You will be prompted with a message to make changes to your computer. **Select 'Yes'**



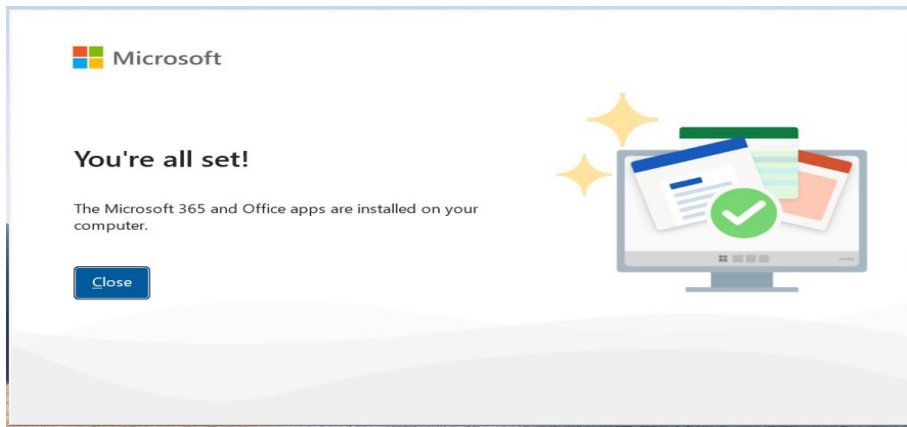
12. Office 365 will now start to download and install on your computer, wait for this to finish (Please note the Office 365 apps are approx. 10GB and may take a while to download depending on your network speeds)



13. You will also see the office icon pop up on the task bar



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



After you click close, we recommend restarting your computer to ensure all changes have applied successfully. When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account).