

# Student Devices Made Easy: Fully Configured and Ready to Learn

WARRAGUL



REGIONAL COLLEGE

PARTICIPATION & EXCELLENCE

Over the past four years, our school has been trialing a more flexible approach to student laptops, where devices were not joined to the school's management system. Instead, **families were responsible for setting up the devices at home**. The aim was to reduce the workload for our I.T. department and give families more control.

However, in practice, this change created several challenges. Many families have needed extra support with:

- Setting up new devices for the first time
- Getting through the out-of-box setup screens
- Creating or signing into Microsoft accounts
- Managing Microsoft Family settings and permissions
- Installing required software and applications

Because every device was set up differently, it often took weeks before important learning tools (such as NAPLAN software) were installed and ready for use.

To make things smoother for students, parents, and teachers, the school is returning to a **centralized setup model**. This means:

- Devices purchased through the school's official ordering portals will now be delivered directly to the I.T. department.
- Devices purchased from retail stores will also need to be brought to the I.T. department for setup. This can be booked in by calling the I.T. Department.
- The I.T. team will fully prepare each device before it is handed over to the student.
- Laptops will be ready to use immediately, with essential applications pre-installed and configured.

This approach ensures consistency, reduces frustration for families, and allows students to focus on learning from day one.

Please see below for the process we will use to set up your child's device:

## Laptop Setup Process for Windows Devices

### Configure User Accounts

1. Create a local student account and set it as an administrator.
2. Add WRC IT administrator accounts for IT management and support.

### Install Devices and Applications

1. Install required printers.
2. Set up Microsoft Edge and sign in using the student's **@schools account**.
3. Configure Microsoft OneDrive with the student's **@schools account**.
4. Redirect Known Folders (Desktop, Documents, Pictures) to OneDrive for automatic cloud backup.
5. Install DE Certificates

### Deploy Required Applications

1. Install and configure Microsoft Company Portal.
2. Through the Company Portal, install **NAPLAN**.

### Sign into Core Services

1. **Adobe** (using their **@schools account**).
2. **Microsoft Teams** (using their **@schools account**).
3. **Microsoft Office (M365)** (using their **@schools account**).

## Laptop Setup Process for Apple Mac Devices

### Configure User Accounts

1. Create a local student account

### Install Devices and Applications

1. Install required printers.
2. Install and set up Microsoft Edge and sign in using the student's **@schools account**.
3. Install and Configure Microsoft OneDrive with the student's **@schools account**.
4. Redirect Known Folders (Desktop, Documents) to OneDrive for automatic cloud backup.
5. Install DE Certificates
6. Install AdobeCC

### Deploy Required Applications

1. Install and configure Microsoft Company Portal.
2. Through the Company Portal, install **NAPLAN**.

### Sign into Core Services

1. **Adobe** (using their **@schools account**).
2. **Microsoft Teams** (using their **@schools account**).
3. **Microsoft Office (M365)** (using their **@schools account**).

## When Students Leave Warragul Regional College

To prevent the loss of files once your account is deactivated, students and families only need to:

- Copy, move, or backup files from the @schools OneDrive
- Sign out of Office 365 (M365), Microsoft Edge, OneDrive, and Microsoft Company Portal

There is no need to reimage the device or reactivate Windows, making the transition straightforward while keeping all school data secure and separate from personal files.

The IT Department will be happy to Assist upon request.