

# Onewhero Area School



Being the best! - No Limits!

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Dear Whanau, Parents and Caregivers

These instructions are to help you setup a Chromebook to help manage internet security. Please read through the instructions fully and allow yourself 30 minutes to complete the steps.

How to Set Up Your Child's BYOD Chromebook

Complete the following steps to:

1. Become the 'Owner' of your child's Chromebook, so you can determine which accounts can sign into the device
2. Restrict access to certain Google accounts only
3. Turn off 'Guest Mode'
4. Create a Google Family Link account

This is important to do, so you're certain that when your child is using their Chromebook on any network, they are signed in with their school Google account and therefore protected by the Family Zone software. If you do not do this, then they can sign in with an unmanaged account, or as a 'guest', and will not be protected by Family Zone software.

## **Step 1: Become the 'Owner' of the Chromebook**

This is essential, as only the 'Owner' of the Chromebook can determine the accounts that can sign into the device. Think of the 'Owner' as the administrator of the device.

To become the 'owner' account, you must be the first person to sign into the device with a Google account when, the first time the device is used.

If you do not have a Google account ( eg someone@gmail.com) you can create one easily by following this link: <https://accounts.google.com/SignUp?hl=en>

*What if my child signed into the Chromebook first?*

If someone else (eg your child) was the first Google account to sign in, then THEY will already be the owner. This isn't a problem and is easy to fix -- simply reset the device by following the instructions linked to below. Then sign in with YOUR Google account username and password. You will then be the 'owner' of the Chromebook.

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*Need to reset the Chromebook? Follow steps in either option 1 or 2:*

### **Factory reset your Chromebook - [Youtube tutorial](#)**

#### *Option 1: Reset using shortcut keys*

1. Sign out of your Chromebook.
2. Press and hold Ctrl + Alt + Shift + r.
3. Select Restart.
4. In the box that appears, select Powerwash > Continue.
5. Follow the steps that appear and sign in with your Google Account.

Note: The account you sign in with after you reset your Chromebook will be the owner account.

6. Once you've reset your Chromebook:
  - Follow the onscreen instructions to set up your Chromebook

#### *Option 2: Reset using the Settings menu*

1. Sign in to your Chromebook.
2. At the bottom right, select the time.
3. Select Settings .
4. At the bottom, select Advanced.
5. In the "Powerwash" section, select Powerwash > Restart.
6. In the box that appears, select Powerwash > Continue.
7. Follow the steps that appear and sign in with your Google Account.

Note: The account you sign in with after you reset your Chromebook will be the owner account.

8. Once you've reset your Chromebook:
  - Follow the onscreen instructions to set up your Chromebook

Taken from: <https://support.google.com/chromebook/answer/183084?hl=en>

### **Step 2: Restrict access to your child's school account & their personal account (if you want to use Google Family Link)**

This is necessary so that your child can only sign in with their school-issued, managed Google account or their personal account, managed by [Google Family Link](#).

- If they sign in with their @byod.onewhero.school.nz account it will be managed by our school monitoring.
- If they sign in with a personal Google account (eg their own personal @gmail.com Google account) then Google Family Link will protect your child.

Before completing this, make sure you have carried out step 1 above, to become the 'owner' account on the Chromebook.

To restrict access so your child can only sign in with their school Google account and managed personal account, complete the following:

1. Add your child's accounts to the device using the following instructions. If you have other family members who need to use the device (eg other child, spouse), complete the process again to add each of them so they can sign in as well.

*Add a person to your Chromebook*

1. If you're signed in to your Chromebook, sign out.
2. On the bottom, click Add person.
3. Enter the Google Account email address and password, then click Next.
4. Follow the steps that appear.

Taken from: [https://support.google.com/chromebook/answer/1059242?hl=en&ref\\_topic=2586064](https://support.google.com/chromebook/answer/1059242?hl=en&ref_topic=2586064)

2. Restrict sign-in so only those accounts added in step 1 above (and your own account) can sign in. Let only certain people sign in to your Chromebook

1. Sign in to the Chromebook with the owner account (Your @gmail.com account).
2. At the bottom right, select the time.
3. Select Settings .
4. In the "People" section, select Manage other people.
5. Turn on Restrict sign-in to the following users.
6. You'll see a list of all the Google Accounts on your Chromebook. You can add or remove accounts from this list.

Taken from: <https://support.google.com/chromebook/answer/1059252?hl=en>

### **Step 3: Turn off 'Guest Mode'**

This is important as it means your child must sign in with their school-issued Google account and cannot browse as a guest. If they can browse as a guest, then the Family Zone software will not load and they will not be protected.

*Turn off guest browsing*

When guest browsing is turned off, users need to sign in with their Google Accounts to use your Chromebook. Learn more about guest browsing.

1. If you're signed in as a guest, sign out.
2. Sign in to your Chromebook using the owner account.
3. At the bottom right, select the time.
4. Select Settings .
5. In the "People" section, select Manage other people.
6. Turn off Enable Guest browsing.

Taken from: <https://support.google.com/chromebook/answer/1059252?hl=en>

**IMPORTANT:** You should regularly check your child's device to ensure that they have not reset it themselves. If they do reset it, then they can become the owner and remove the restrictions you have setup. To check, simply power on the device and check the accounts that appear on the sign in screen. Your account (@gmail.com) should have say 'owner' next to it, and there should not be a link to browse as a 'guest'. If this is not the case, then complete the steps above to regain ownership of the device and restrict who can sign in.

#### **Step 4: Create a Google Family Link account**

The Family Link app from Google helps parents stay in the loop as their child or teen explores on their Android Mobile, Chromebook, or Apple phone (iOS 9+) and lets parents set certain digital ground rules for their family.

If a child/teen already has an account, Family Link will walk their parent through linking their account to their child's account. As part of that process, the child/teen may also need to download the Family Link (Child/Teen) app on their phone to complete the process of linking the accounts.

Parents can also use Family Link to create a Google Account for their child under 13 (or the applicable age in your country). Once complete, children can sign-in to their device with their new account.

You will need your child present with you as you do this.

Once the accounts are linked, parents can use Family Link to help them do things like keep an eye on screen time and manage the content they use.

Download the [Family link app here](#)

Taken from: <https://families.google.com/familylink/faq/>