

SLA/LNU

16<sup>th</sup> June 2021

Dear Parent/Carer

## School Laptop Information

During the past year we have seen technology play a huge part in helping our students keep connected with school and their teachers, so much so that we were given devices from the government to help students keep up with their learning whether that be taking part in live lessons or accessing work through our online classrooms.

You are receiving this letter as you were given a laptop from school during the lockdown period to help with your child's education.

We have decided that your child can keep this laptop to help with their ongoing education and journey into adulthood. The week beginning the 28<sup>th</sup> August we will begin to remotely reset the devices which will remove all school and management settings allowing you to set this up as your own device.

Attached to this letter is a step-by-step guide on what will happen during the reset stage and the steps to setup the laptop as your own personal device. Please read and follow this carefully,

If you have any issues or questions or think your laptop hasn't been reset, please contact the school and we will advise on whether your device needs to come into school.

Yours sincerely

**Jackie Bowen**  
Academy Headteacher



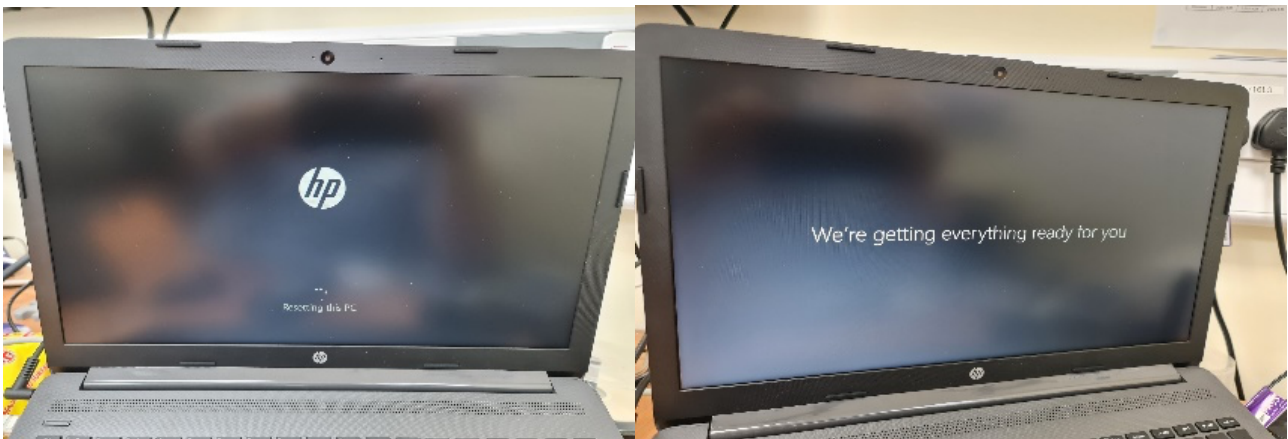
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Manchester**  
Education Trust  
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**Setting Up Your Laptop After A Remote Wipe**

- **ON Tuesday 29<sup>th</sup> August between 9 and 10am a remote reset command will be sent to your school provided device which will initiate a remote wipe of the computer, restoring it to factory/out-of-box settings. It is your responsibility to ensure that any work you have saved on the device is stored securely in your OneDrive for later retrieval. Please note that once this process begins it cannot be stopped and you should therefore ensure you do not have any unsaved documents open, to prevent data loss.**
- Once the wipe has initiated, the laptop will no longer be supported or managed by the school. The below steps which you should follow will allow you to then set this up as your own personal device. The entire process of the wipe will take around 60 minutes to complete before you can then set up your laptop once more.
- During this time please make sure your device is on charge to make sure that it doesn't lose power. If power is lost, you may have to restart the process.
- Please note that the process may look different depending on your version of Windows. Please confirm you follow the instructions for Windows 11 or 10, whichever is relevant, below.
- Once the laptop is wiped and you are using it again with a personal account, you will then be able to recover your work from OneDrive by signing into Microsoft 365 at <https://portal.office.com> with your school email address and password.

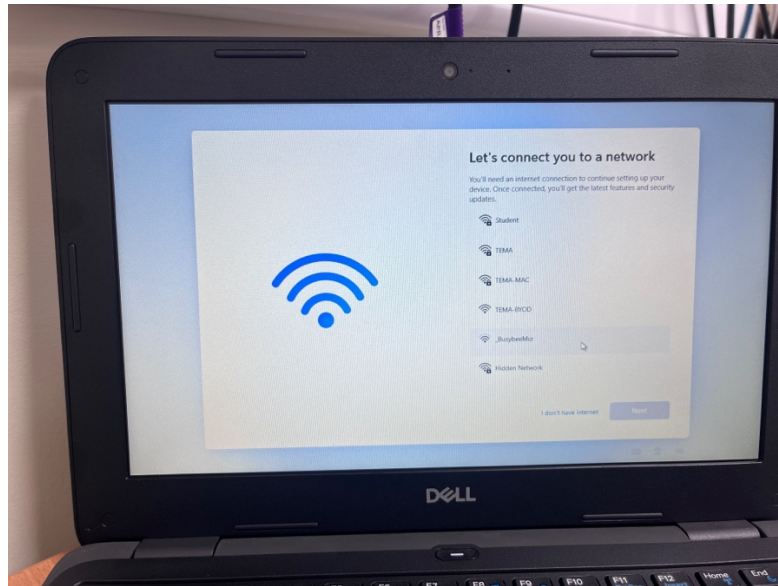
## Configuring Your Windows 11 Laptop

The laptop will restart automatically once the process begins you will see a loading screen as the laptop sets up Windows.



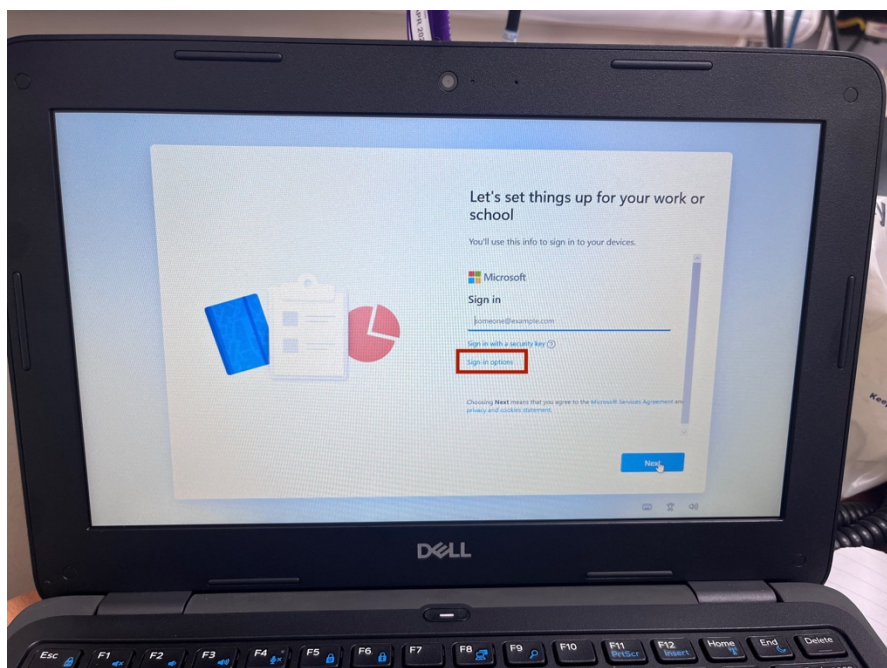
Once this has completed you will be prompted to connect to a Wi-Fi network. Which is shown in the image below. You should see your home Wi-Fi, select this and input your Wi-Fi security key and this should connect.

If this does not work there is a button in the bottom left corner which says **“I don’t have internet”** if you click on this it will skip this step.

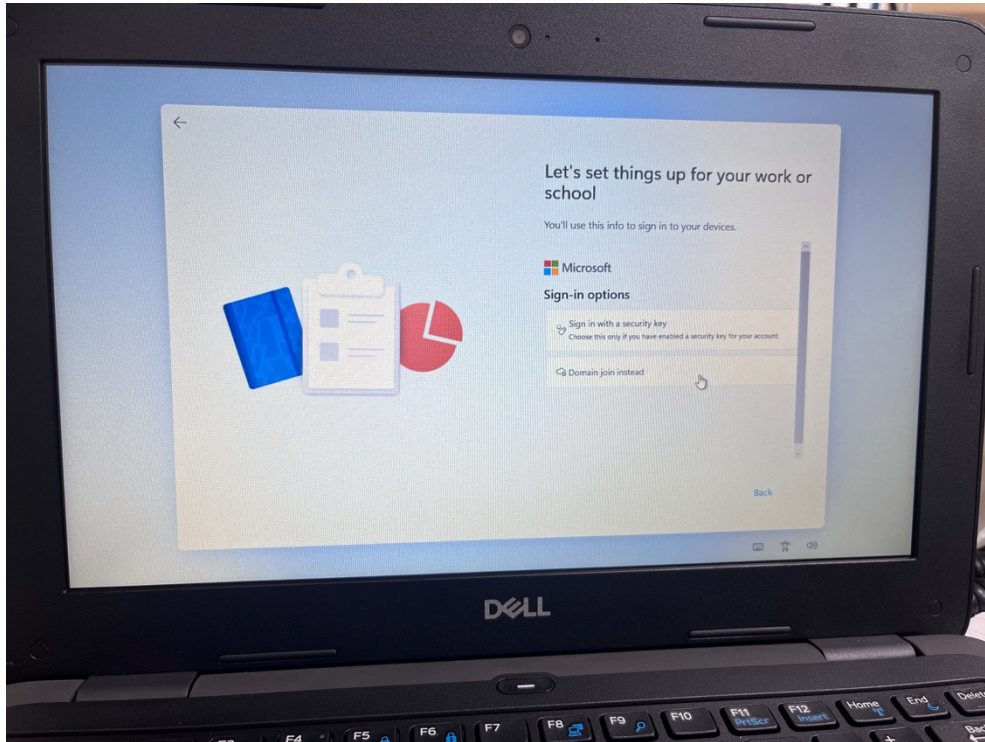


**Please read the following instructions carefully.**

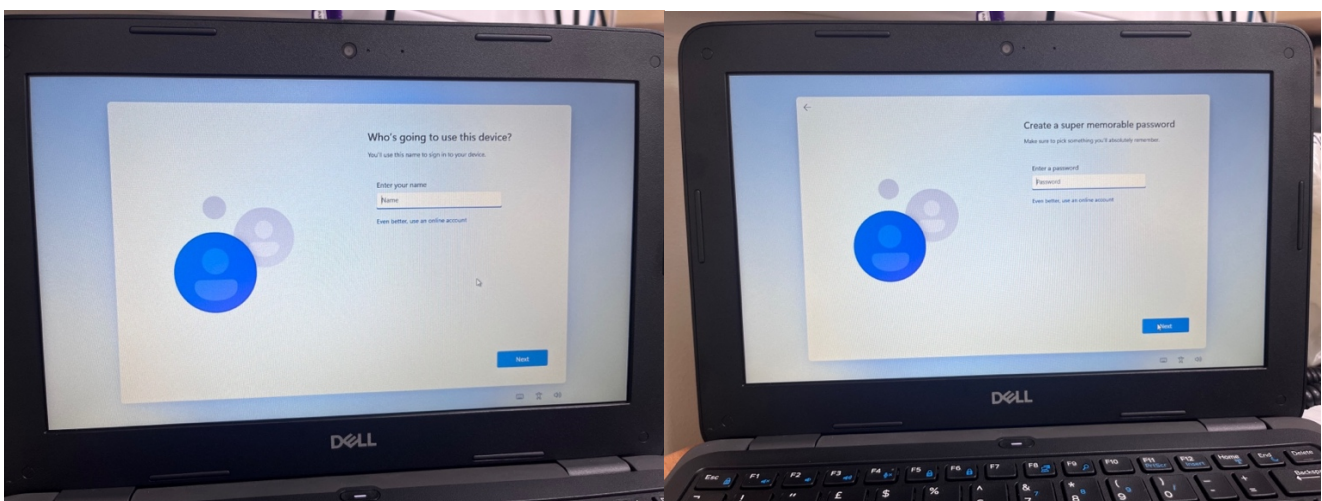
The laptop will ask you to sign in with a work account, **do not use your school email this.** Instead click the “Sign in Options” button in the bottom left that is circled in red in the below screenshot.



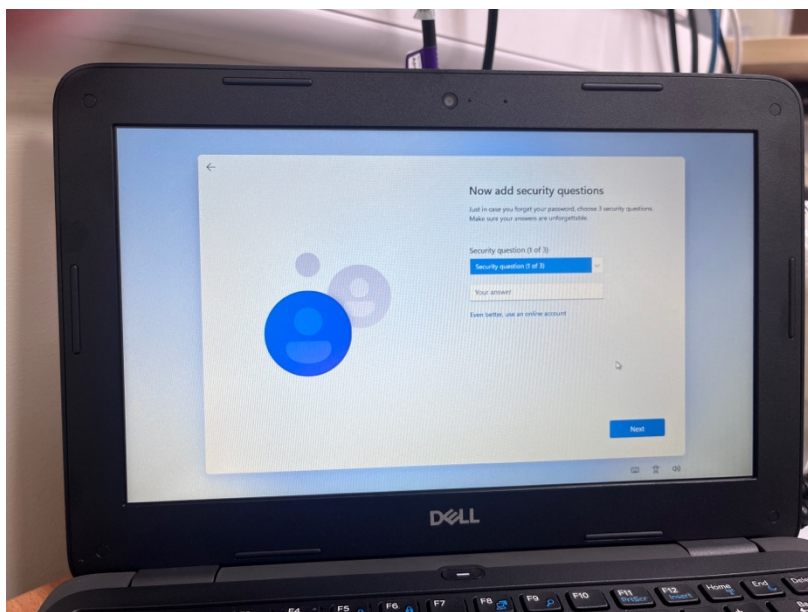
On the next screen please select the "Domain Join Instead" option



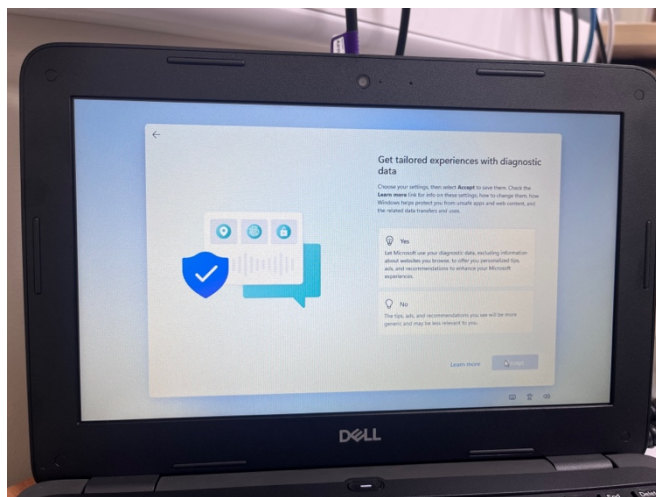
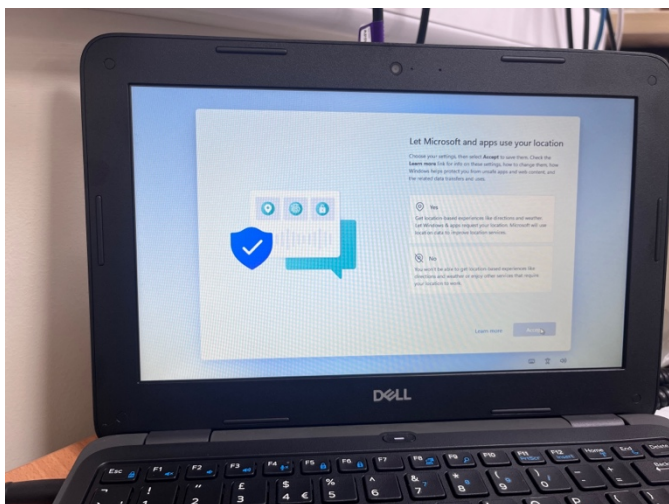
On the next screen, enter your name and on the following screen choose a password.



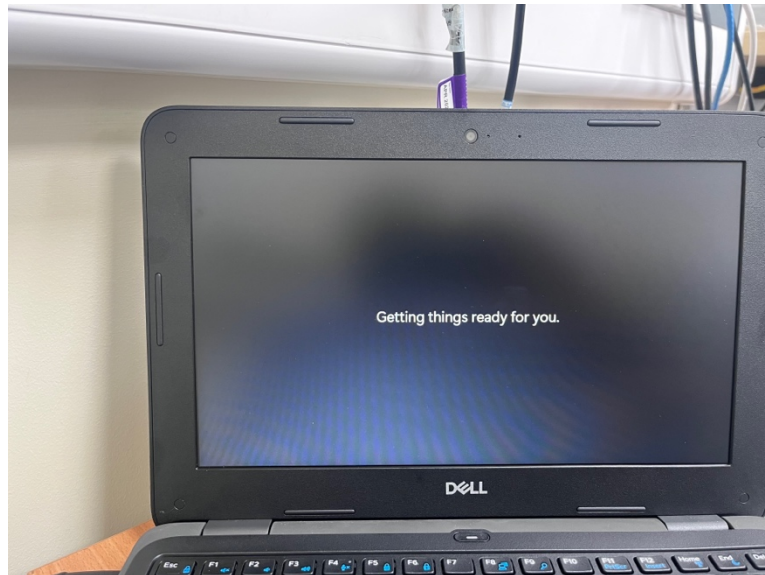
Next you will be asked to set 3 security questions with an answer for each. Please keep these details safe in case you ever need these in the future.



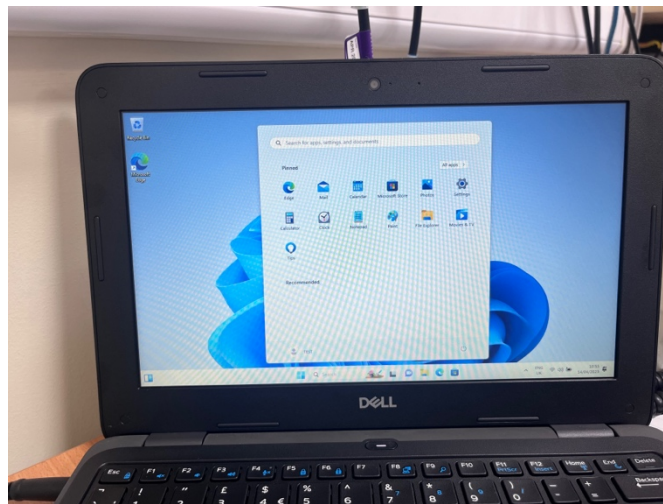
Once you have answered the questions you will then be presented with 6 screens asking you to setup some preferences like find my device and location services etc. Please select the ones you wish to choose. Below are a couple of examples of what you will be asked.



You will then receive another loading screen which looks like the below screenshot which will be the last step.

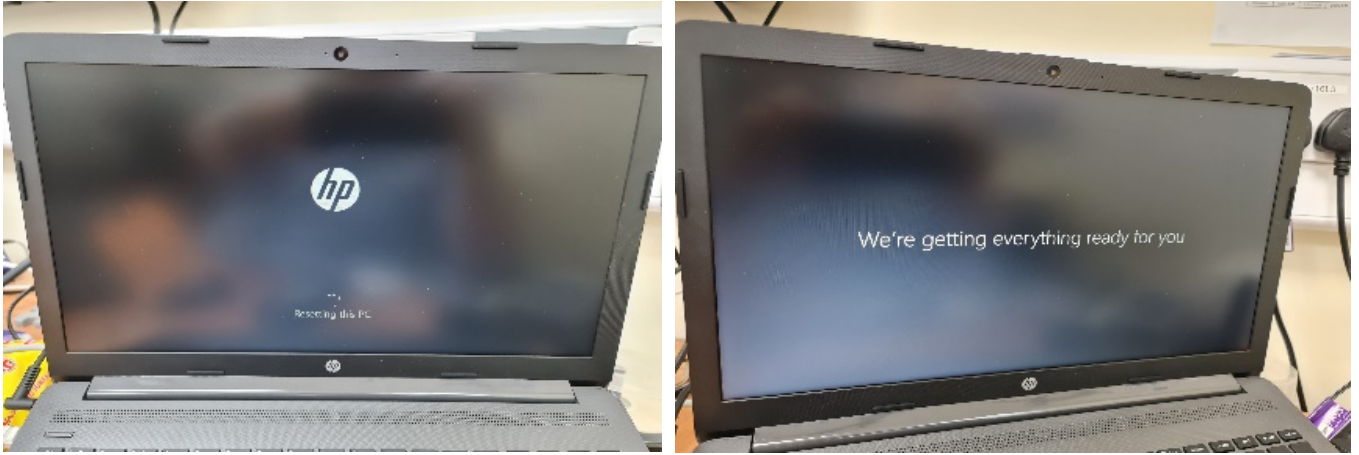


Once the above step has completed you will be greeted with the normal Windows desktop. This means your laptop has now been successfully reset and all policies from TEMA have been removed.



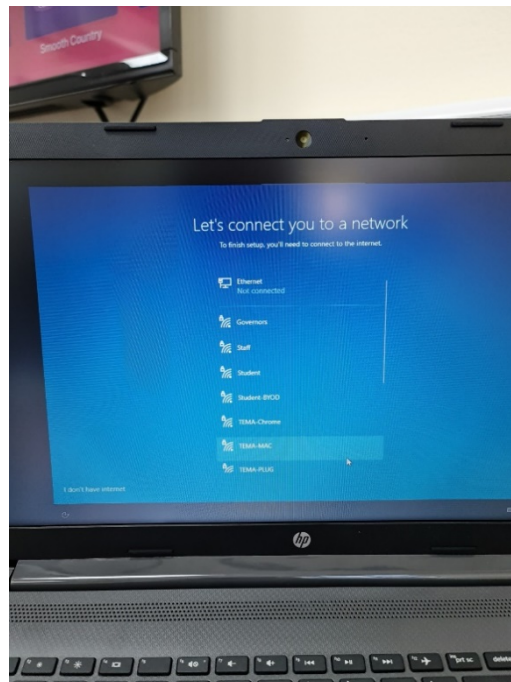
# Configuring Your Windows 10 Laptop

Once the laptop has restarted, you will see a loading screen as the laptop sets up Windows.



Once this has completed you will be prompted to connect to a Wi-Fi network. Which is shown in the image below. You should see your home Wi-Fi, select this and input your Wi-Fi security key and this should connect.

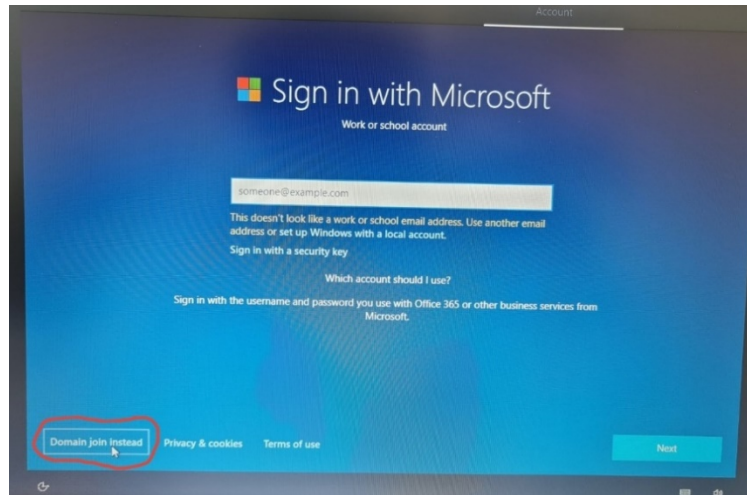
If this does not work there is a button in the bottom left corner which says **"I don't have internet"** if you click on this it will skip this step.



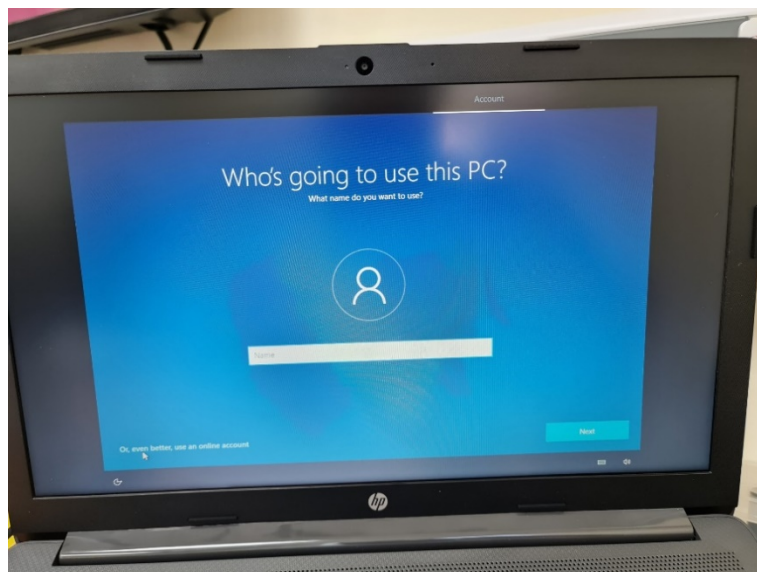


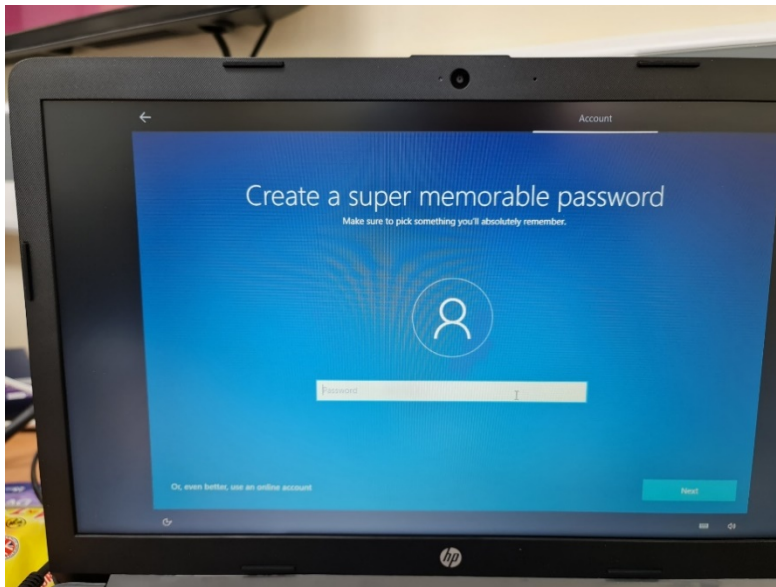
Please read the following instructions carefully.

The laptop will ask you to sign in with a work account, **do not use your school email this**. Instead click the “Domain join” button in the bottom left that is circled in red in the below screenshot.

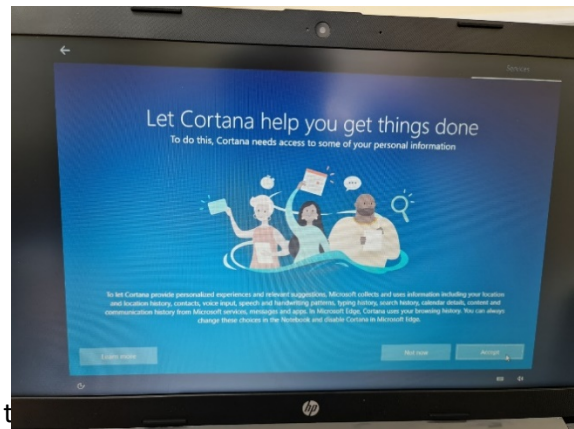
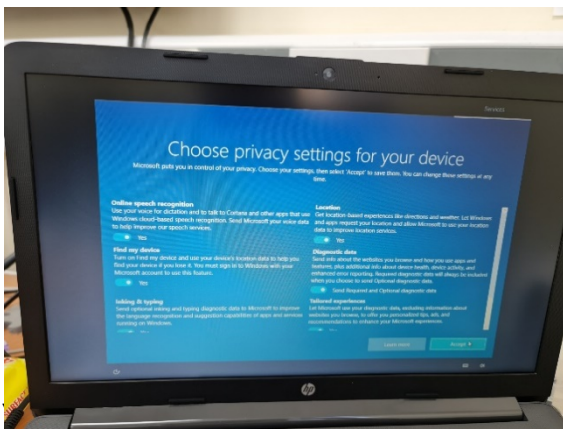


On the next screen, enter your name and on the following screen choose a password.

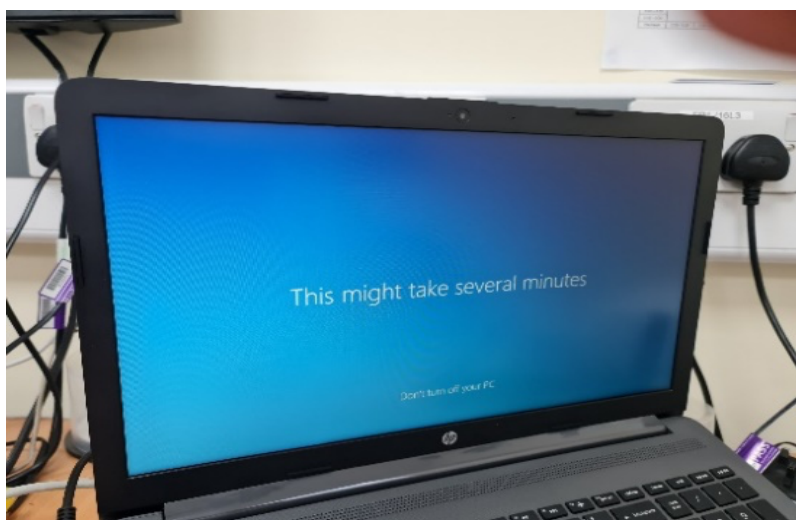




Next, you'll have the following screens asking about privacy settings, Cortana etc. Make your selections and continue.



which looks like t



Once the above step has completed you will be greeted with the normal Windows desktop. This means your laptop has now been successfully reset and all policies from TEMA have been removed.

