# iPad Locking User Guide

youth wellness hubs

l'initiative des carrefours bien-être pour les jeunes de l'Ontario This document provides you with instructions to lock your iPad(s) to the Dacima web-based application.

# Web Content Restriction

## Step 1: Open your iPad's settings

Open your iPad's settings by clicking on the Settings icon.



## Step 2: Open the Screen Time Settings

Once you open the "Screen Time" settings, you will be need to click on the "Continue" button to proceed.



When asked "Is This iPad for Yourself or Your Child?", click on the "This is my iPad" button.



### Step 3: Enable Content & Privacy Restrictions

Click on the "Content & Privacy Restrictions" button. This will take you to the Content & Restrictions page.



Enable the "Content & Privacy Restriction" function by clicking on the slide button.

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	<b>Content &amp; Privacy Restrictions</b>
Settinas	
Q Search	Content & Privacy Restrictions
YD YWHO Dacima	iTunes & App Store Purchases >
	Allowed Apps >
😕 Airplane Mode	Content Restrictions >
🔁 🔆 🗸	PRIVACY
Bluetooth On	Location Services Allow >
	Contacts Allow >
6 Notifications	Calendars Allow >
Sounds	Reminders Allow >
C Do Not Disturb	Photos Allow >
Screen Time	Share My Location Allow >
	Bluetooth Sharing Allow >
O General	Microphone Allow >
Control Center	Speech Recognition Allow >
AA Display & Brightness	Advertising Allow >
Home Screen & Dock	Media & Apple Music Allow >
Accessibility	
🛞 Wallpaper	ALLOW CHANGES:
Siri & Search	Account Changes
Touch ID & Passcode	Cellular Data Changes
Battery	Volume Limit Allow
	Allow

## Step 4: Restrict Web Content - Allowed Websites Only

Once the "Content & Privacy Restriction" function has been enabled, you will want to restrict the Web Content to only access the Dacima. To do this, click on the "Content Restrictions" button then click on the "Web Content" button.

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		<b>Content &amp; Privacy Restrictions</b>	
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*	Bluetooth On	Location Services	Allow >
		Contacts	Allow >
	Notifications	Calendars	Allow >
<b>(</b> 1)	Sounds	Reminders	Allow >
C	Do Not Disturb	Photos	Allow >
I	Screen Time	Share My Location	Allow >
		Bluetooth Sharing	Allow >
	General	Microphone	Allow >
	Control Center	Speech Recognition	Allow >
AA	Display & Brightness	Advertising	Allow >
	Home Screen & Dock	Media & Apple Music	Allow >
	Accessibility		
	Wallpaper	ALLOW CHANGES:	
	Siri & Search		Allow >
	Touch ID & Passcode		Allow >
	Battery	Cellular Data Changes	Allow >
		Volume Limit	Allow >

Click on "Web Content" button to access the page to restrict web content to "Allowed Websites Only".

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	Kert Co	ntent Restrictions
Settings	ALLOWED STORE CONT	ENT
Q Search	Ratings For	Canada >
YWHO Dacima	Music, Podcasts & N	News Explicit >
Apple ID, iCloud, iTunes & App St	Music Profiles	On >
_	Movies	Allow All Movies >
Airplane Mode	TV Shows	Allow All TV Shows >
S Wi-Fi YWH	Books	Explicit >
诸 Bluetooth On	Apps	Allow All Apps >
Notifications	Web Content	
Sounds	Web Content	Uniestricted Access 7
C Do Not Disturb	SIRI	
Screen Time	Web Search Conten	nt Allow >
_	Explicit Language	Allow >
General	GAME CENTER	
Control Center	Multiplayer Games	Allow >
AA Display & Brightness	Adding Friends	Allow >
Home Screen & Dock	Screen Recording	Allow >
Accessibility		
🛞 Wallpaper		
💦 Siri & Search		
Touch ID & Passcode		
Battery		

## Step 5: Add the Dacima Website to the Allow These Websites option.

Once on this page, you will want to click on the "Allowed Websites Only". This will allow your iPad to only have access to the websites included in under the "Only Allow These Websites" section. To add new websites to this list, click on the "Add Website" button in blue.

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	Keb Content
Settings	WEB CONTENT
Q Search	Unrestricted Access
YWHO Dacima	Limit Adult Websites
Apple ID, iCloud, iTunes & App St	Allowed Websites Only
	Allow access only to the websites below.
🦻 Airplane Mode	ONLY ALLOW THESE WEBSITES:
ᅙ Wi-Fi YWH	Apple — Start
Bluetooth On	CBeebies (by BBC)
	Discovery Kids
<b>I</b> Notifications	Disney
💿 Sounds	HowStuffWorks
C Do Not Disturb	National Geographic - Kids
Screen Time	PBS Kids
	Scholastic.com
🧭 General	Smithsonian Institution
Control Center	Time for Kids
AA Display & Brightness	Add Website
Home Screen & Dock	
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Siri & Search	
Touch ID & Passcode	
Battery	

To remove websites from the "Only Allow These Websites" list, simply swipe left on the name of the website you want to remove.



#### Add the Dacima website. You will want to include the Dacima URL

(<u>https://secure.dacimasoftware.net/CAMH/View/Login.aspx</u> and provide a Title for the website. Once you do this, the iPad will be able to access the Dacima website).



# **Enabling Guided Access**

The "Guided Access" feature limits your device to a single app. The instructions below will show you have to enable this function for the Dacima platform on the Safari Browser app.

## Step 1: Open your iPad's settings



## Step 2: Enable the "Guided Access" Function.

Click on the "Accessibility" button to open the "Guided Access" function.

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	Settings			Accessibility		
				VoiceOver	Off	
≻	Airplane Mode			Zoom	Off	
<b>?</b>	Wi-Fi	YWH	•	Magnifier	Off	
*	Bluetooth	On	AA	Display & Text Size		
				Motion		
	Notifications		9	Spoken Content		
 (1))	Sounds		9	Audio Descriptions	Off	
	Do Not Disturb		DUVO			
I	Screen Time			Touch		
				Switch Control	Off	
	General			Vision Control	Off	
	Control Center				011	
AA	Display & Brightness			Home Button		
<b>:::</b>	Home Screen & Dock			Apple TV Remote		
	Accessibility			Keyboards		
	Wallpaper		HEARI	NG		
	Siri & Search		9	Hearing Devices		
	Touch ID & Passcode			Audio & Visual		
	Battery		<b>—</b>	Subtitles & Captioning		
	Privacy		GENE	241		
				Guided Access	Off	>
Å	iTunes & App Store			Accessibility Shortcut	Off	>
-	Wallet & Apple Pay					

Click on the "Guided Access" Button to open the Guided Access window.

Click on the slide button beside "Guided Access" to enable this function.

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	Settings		<	Accessibility		Guided Access	
				Guided Access			
	Airplane Mode			Guided Access keep	ps th	e iPad in a single app, and allows you	i to
<b>?</b>	Wi-Fi	YWH		control which featur click the Home butt	res ai ton in	re available. To start Guided Access, in the app you want to use.	tripie-
*	Bluetooth	On					
	Notifications						
<b>(</b> ))	Sounds						
C	Do Not Disturb						
I	Screen Time						
$\bigcirc$	General						
	Control Center						
AA	Display & Brightness						
	Home Screen & Dock						
	Accessibility						
	Wallpaper						
	Siri & Search						
	Touch ID & Passcode						
	Battery						
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## Step 3: Update the Display Auto-Lock Option

Click on the "Display Auto-Lock" button to update this function.

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Settings	•	Accessibility	Guided Access	
		Guided Access		
		Guided Access keeps th control which features a	ne iPad in a single app, and allov are available. To start Guided Ac	vs you to cess, triple-
S WI-FI Y	(WH	click the Home button i	n the app you want to use.	
Bluetooth	On	Passcode Settings		
Notifications		Time Limits		
Sounds				
C Do Not Disturb		Accessibility Short	cut	
Screen Time		When you triple-click the	ne Home button while Guided Ad	ccess is played.
🔅 General		Display Auto-Lock		Default >
Control Center		Set how long it takes yo Access session.	our iPad to automatically lock du	ring a Guided
AA Display & Brightness				
Home Screen & Dock				
(t) Accessibility				
🛞 Wallpaper				
Siri & Search				
Touch ID & Passcode				
Battery				
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iTunes & App Store				
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To prevent the iPad from locking on itself, you will want to click on the "Never" option.

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	Settings	<	Guided Access	Display Auto-Lock	
	Airplana Moda		Default		<ul> <li>Image: A second s</li></ul>
			30 Seconds		
	WI-FI YWH		1 Minute		
*	Bluetooth On		2 Minutes		
	Notifications		3 Minutes		
	Sounds		4 Minutes		
	Do Not Disturb		5 Minutes		
	Screen Time		10 Minutes		
			15 Minutes		
$\Diamond$	General		Never		
	Control Center		Your iPad will automa Brightness.	atically lock based on the Auto-Lock in D	isplay &
AA	Display & Brightness				
	Home Screen & Dock				
	Accessibility				
	Wallpaper				
	Siri & Search				
	Touch ID & Passcode				
<b></b> ,	Battery				
	Privacy				
Å	iTunes & App Store				
	Wallet & Apple Pay				

## Step 4: Set Guided Access Passcode

You will want to set a passcode for the guided access function to prevent users from accessing other apps. To do this, click "Passcode Settings" button, then click on the "Set Guided Access Passcode" button. You will be prompted to provide a passcode to enable/disable this function.

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	Settings		<	Guided Access	Passcode	e Settings	
				Set Guided Acces	ss Passco	de	
	Airplane Mode			Set the passcode use	ed when Guid	led Access is enabled.	
<b>?</b>	Wi-Fi	YWH		Tauch ID			
*	Bluetooth	On					
					Suided Acces		
	Notifications			Set Passcode	Cancel		
<b>(</b> ())	Sounds						
C	Do Not Disturb		E	Enter a passcode			
I	Screen Time		С				
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AA	Display & Brightness						
	Home Screen & Dock						
	Accessibility						
	Wallpaper						
	Siri & Search						
	Touch ID & Passcode						
	Battery						
	Privacy						
Å	iTunes & App Store						
	Wallet & Apple Pay						

## Step 5: Activate Guided Access

- 1. Open the Safari Browser on the Dacima page
- 2. Triple-click on the Home button to start a "Guided Access" session
- 3. If you want parts of your screen to stop responding to touch, use one finger to circle those areas. You can move or resize the circle, or tap the X to remove it.
- 4. Tap "Guided Access" then tap "Start"

Cancel		Guided Access		Start
	7:22 PM Tue Mar 10	secure.dacimasoftware.net	◆62% <b>—</b> >) C	
		Username:		
		Password: Recover username or assaword Login Declina Conservations for based of based of the second of the sec		
Options		Circle areas on the screen you would like to disable.		

If you require any additional support with locking your iPads, please send an email to <u>dacima@youthhubs.ca</u> and someone will connect with you shortly.