DMA Parent Guide – Option A

(Windows OS)

Version 1.1

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Chapter 1: Introduction

This guide is written for parents of students who have their Personal Learning Devices enrolled into the Device Management Application (DMA) program under the Ministry of Education (MOE).

It describes the functions that you, as a parent, have access to. There are three options that are presented to parents:

Default Option

This is the selected option, if you do not request for either Option A or B. This option presents you with a dashboard from which you can view your child's/ward's browsing activity.

Option A

If you wish to have more flexibility with the device, you can opt for Option A. This option allows you to install applications of your choice and to customize your child's/ward's device sleep timing, while retaining the web filtering function to protect your child/ward from unsafe contents.

Option B

For parents who wish to have total control of the device after school hours, you can opt for Option B. In addition to having the ability to install applications of choice, all activities on the device are not logged.

It is important to note that by not logging activities, there is no content filtering in place to protect your child from unsafe web content. There is also no sleep hour restriction on the device, which means that your child/ward will be able to use the device at any time.

Unit 1-1 - Summary of Parent Options Features

In order to install applications of your choice and to customise your child's/ward's device sleep timing while retaining the web filtering function to protect your child/ward from unsafe contents, your child/ward will be provided different accounts to access his/her PLD.

The table below summarizes the type of account and the access that each access has:

	Student iCON Account	After-School Student Account	Parent Admin Password (for administrative tasks)
Default			
School hours usage	✔	✘	✘
After School hours usage	✔	✘	✘
Option A & B			
School hours usage	✔	✘	✘
After school hours usage	✔	✔	✔

The table below summarizes the Parent Portal features that are available **after-school hours**:

	Default	Option A	Option B
Web Browsing History*	✔	✔	✘#
Additional Web Content Filtering	✘	✔	✘#
Additional Installation of Applications	✘	✔ Parents Admin Password required for selected apps	✔ Parents Admin Password required for selected apps
Sleep hours shut down	✘ Sleep hours controlled by school	✔@	✘ No restrictions

Browsing history and Web content filtering is in place through the use of Google Chrome Browser

#Parents on Option B will need to use non-Chrome browsers to disable web browsing history tracking and web content filtering.

@ Parents may request to change sleep hour through School DMA Administrator.

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Unit 1-2 – Guiding your child to sign-in to his/her After-School Student Account

To access the features for Option A and B after school, users will need to sign-in to the After-School Student account.
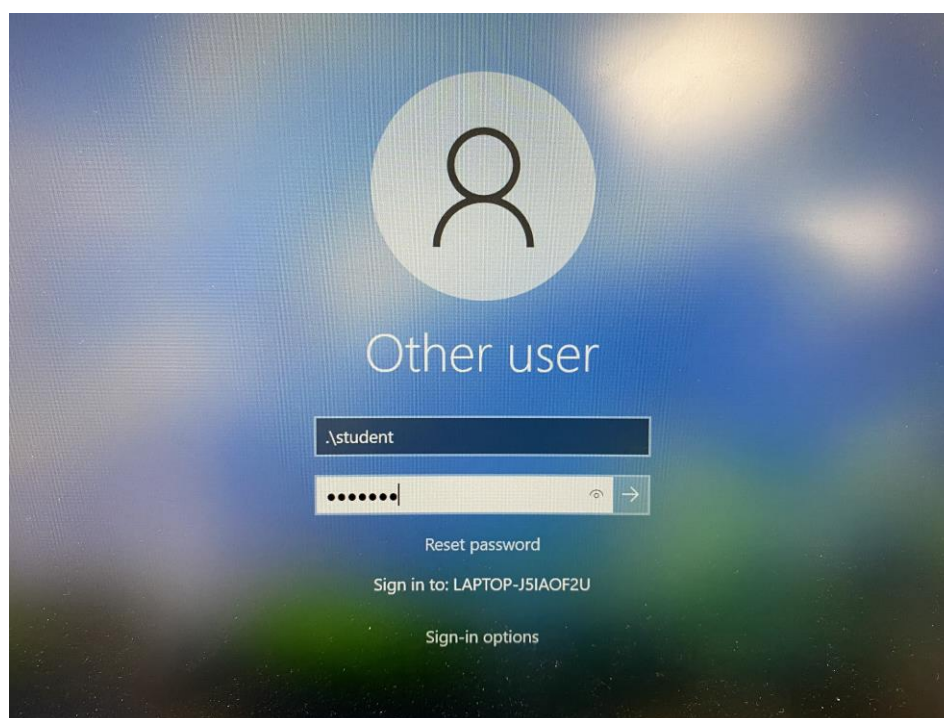
Step 1:

[During first login]

In main login page, choose "Other user" at the left bottom corner, and input **.\student**.

You can leave current password as "blank" and login. You will then be prompted to change password. Please proceed to create your new password.

This account is only available after school hours. Student will not be able to login to this account during school hours.

Step 2:

Your child can start using his/her device as usual after logging in successfully.

Microsoft Intune

BLOCKSI

Unit 1-3 – Parent Admin Password Guidelines

You will need to key in a Parent Admin password in order to perform administrative tasks (e.g. installing apps) on your child's/ward's PLD.

- When User account control (UAC) windows prompt out, please login as **.\parent**

- Key in password that given by school.

- Do keep your password in a safe place.

- If you had forgotten your password, please contact School DMA Admin for assistance.

- Parents are advised **NOT** to

  ➢ share the Parent Admin password with your child/ward.

  ➢ remove applications that have been installed by the school (e.g. Chrome and Blocksi).

  ➢ unenroll PLD from Intune for Education
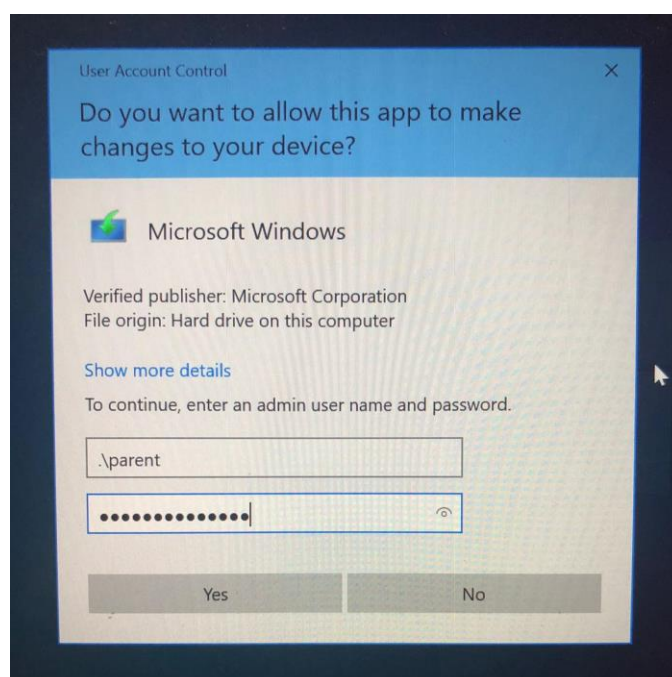
Chapter 2: Getting Started

Unit 2-1 - Onboarding your DMA Parent Portal Account (Blocksi)

Setting up your Blocksi account will enable you setup the DMA Parent Portal to view and manage your child's/ward's online activities.

Step 1:
Check your email inbox for an invitation from Blocksi.

Click on the "**Go to Parent Dashboard"** button, and your web browser will launch the Blocksi site to continue with the onboarding process.
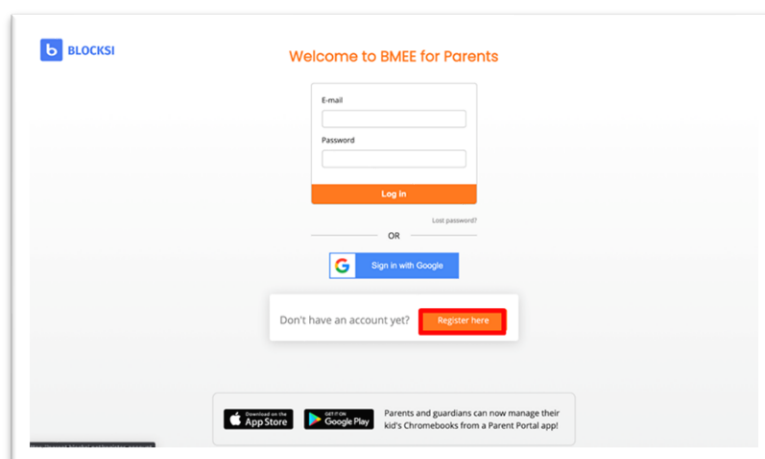
Note: Check the SPAM folder if you do not see the email in your INBOX
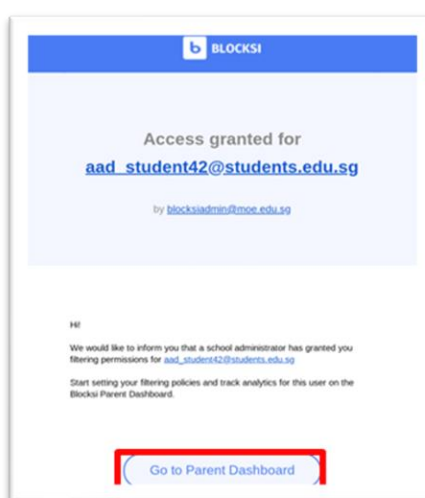
Step 2:
Click 'Register here' to register your email address that you have provided to school earlier.

Note: Click 'Sign in with Google' only if you have already registered through your Gmail account.

Step 3:

Enter your details (email address, password, name, phone no.) and your child/ward's Student iCON email address.
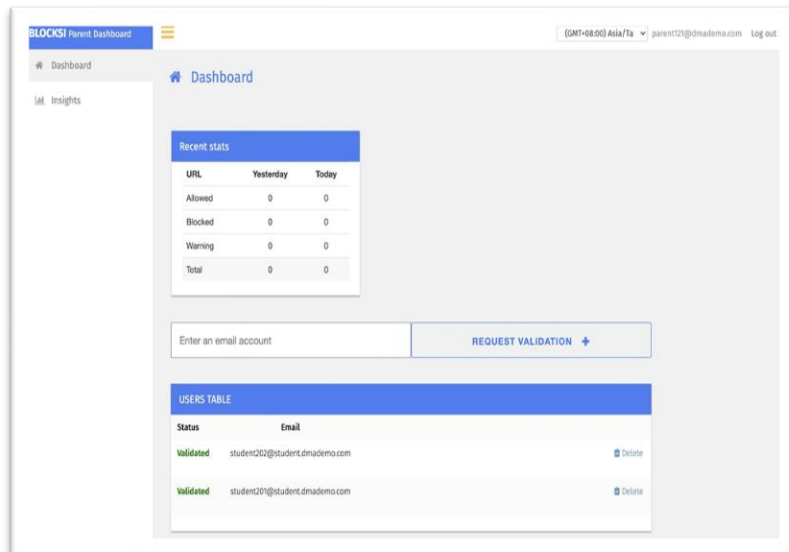
Then, click 'Create Account'.

Note: If you are using a Google email, click 'Sign up with your Google account' to link your Google account with Blocksi. Please remember that you need to log into Google in order to access your Blocksi account.
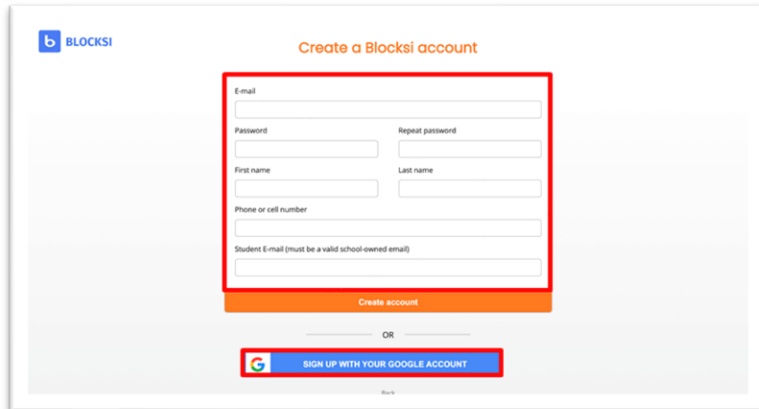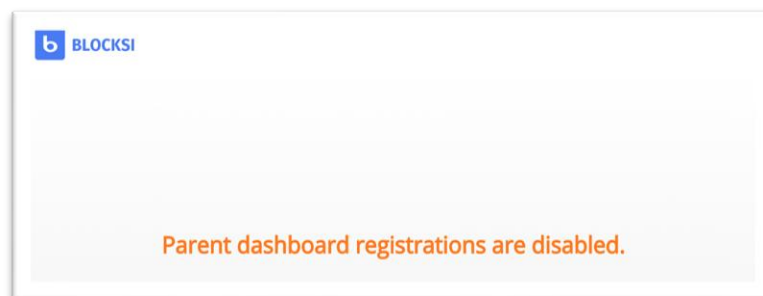
Step 4:

After creating your account, you should be able to access to the Parent Dashboard as shown on the right.

Note: If you are directed to the page shown below, please contact the school's DMA administrator.

Unit 2-2 – Sign-in to Blocksi

Subsequently, when you need to sign in again, you can go to this URL directly: 'parent.blocksi.net'.

Enter your email and password. Then, Click 'Login'.

OR Click 'Sign in with Google' if you have registered using your Gmail account.
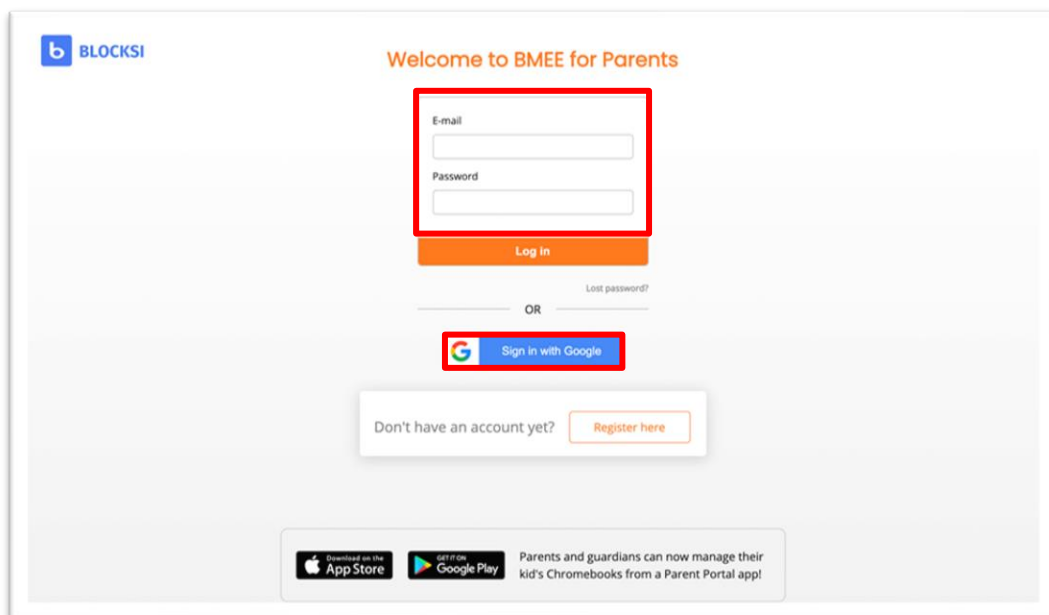
# Chapter 3: Parent Portal User Interface Overview

Unit 3-1 – Dashboard Layout

Once you are signed into the dashboard, you will see the Home screen containing your child's/ward's email in User table.

If you have more than one child/ward on Blocksi, you will be able to view all their profiles under the "Users Table". To do that, you need to ensure that you have registered using the **same** parent email address for all of them.
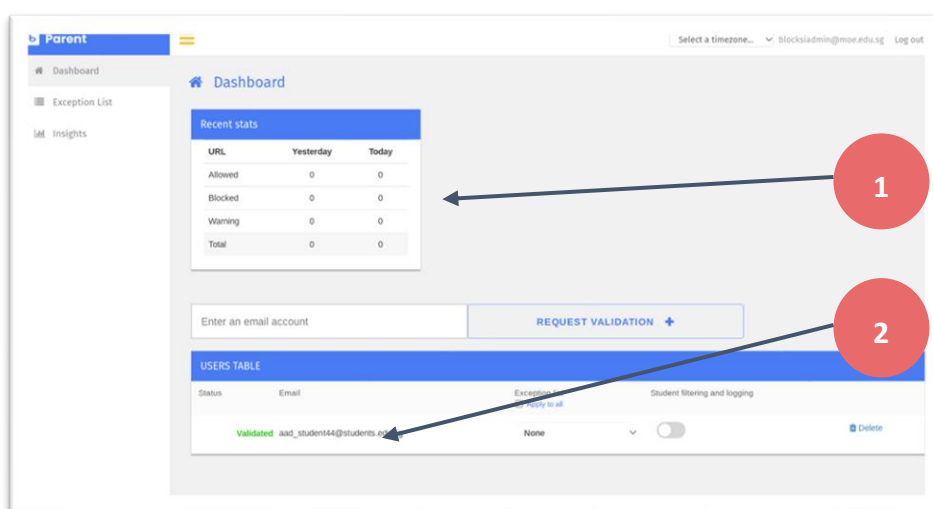
1 Recent statistics of your child's/ward's online activities

2 Your child's/ward's student iCON email address
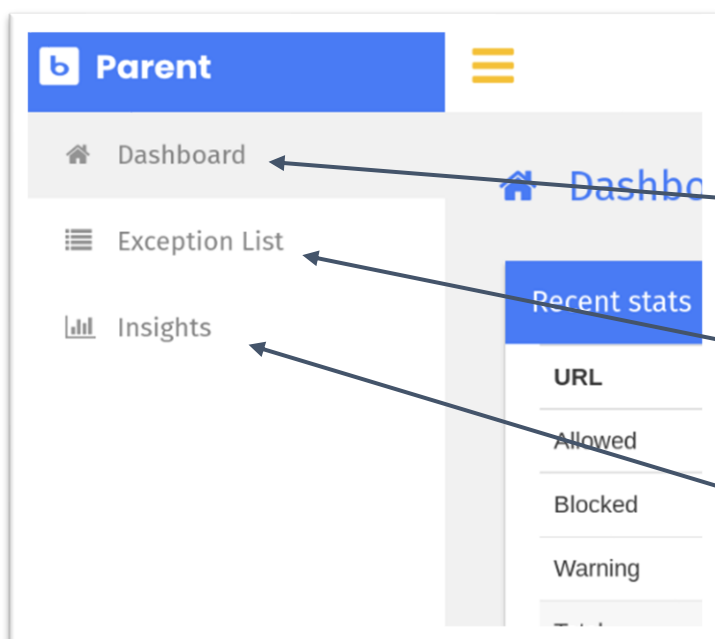
3 Check the overview of your child's/ward's online activities

4 Add additional web filtering

5 Monitor your child's/ward's online activities

Unit 3-2 – Web Analytics (Frequently Visited Websites)

The Web Analytics can be found in the side menu under "Insights". You would be able to see your child's/ward's online activities and frequently visited websites/categories.
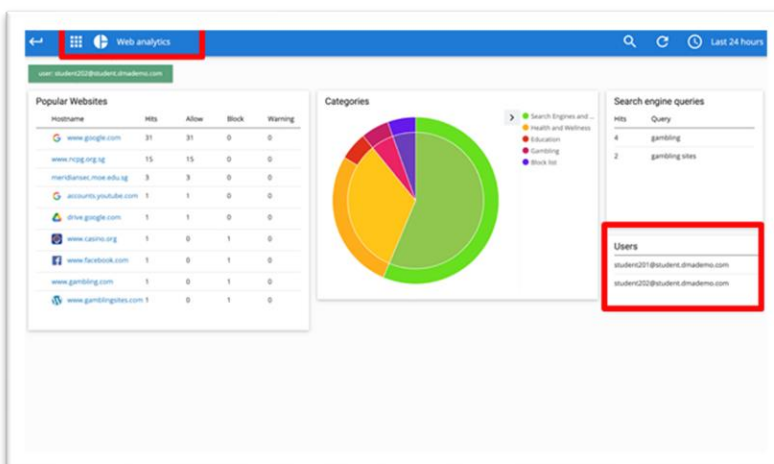
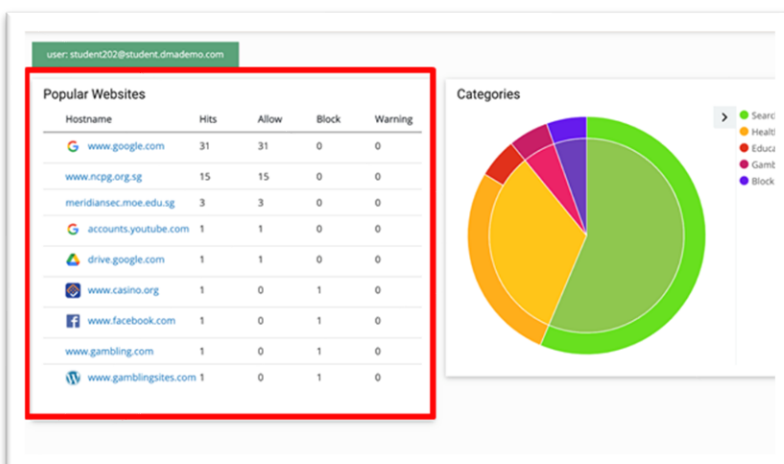**Step 1:**
Click on "Insights".
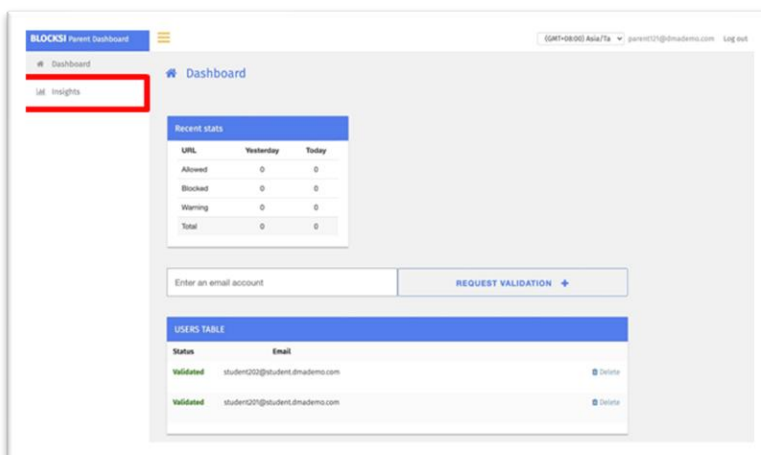
Step 2:
You can view your child's/ward's online activities for the last 24 hours under 'Web Analytics'.

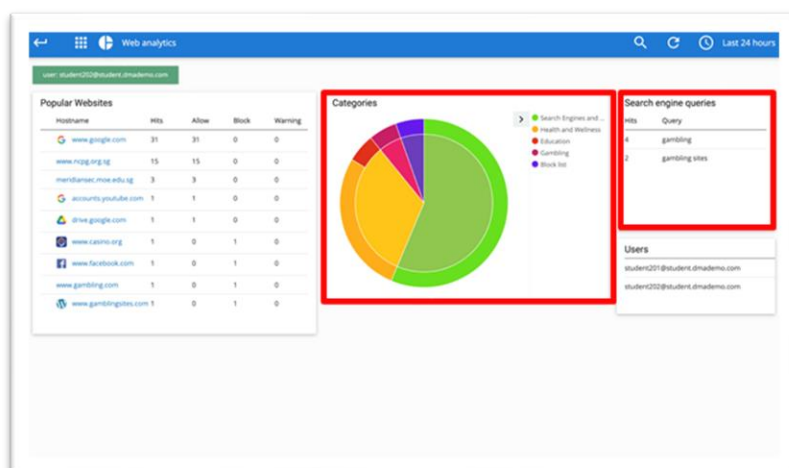Click the selected child's/ward's account under 'Users' to view his/her online activities.

You can view websites visited by your child/ward under 'Popular Websites'.

You are also able to view different categories of websites, under 'Categories'.

You can view your child's/ward's searches results under 'Search engine queries'.
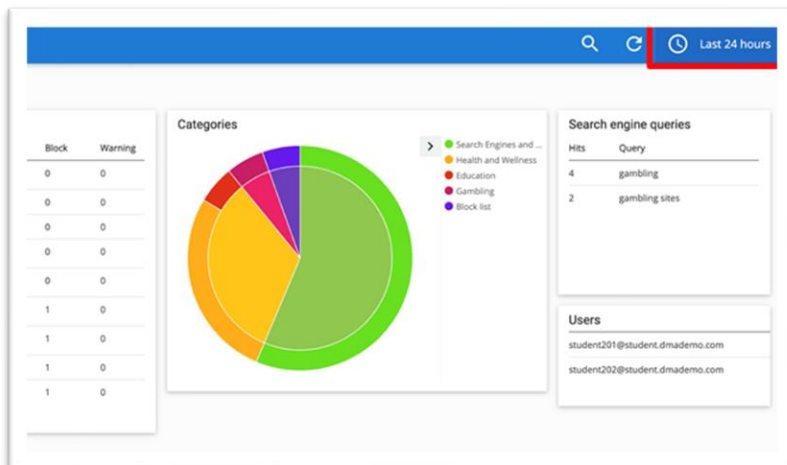
Unit 3-3 – Web Analytics (Time Period)

The Web Analytics can be found in the side menu under "Insights". You would be able to see your child's/ward's online activities by specifying a time period.
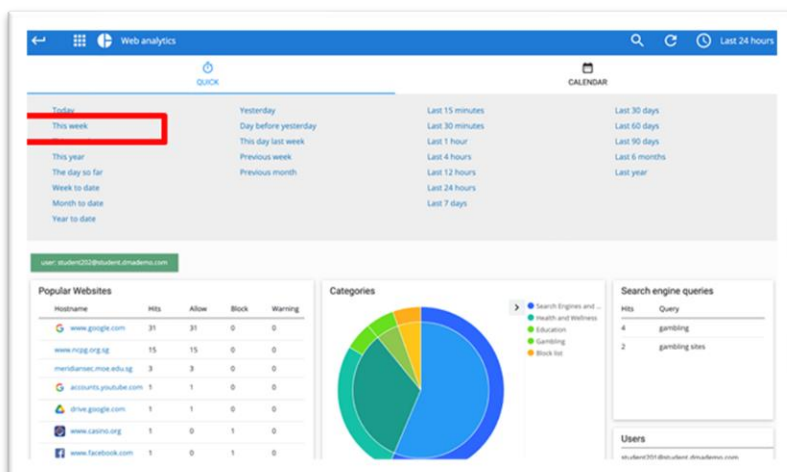
Step 1:
Click on the time icon at the top right corner of the page to adjust the results accordingly.

Step 2:
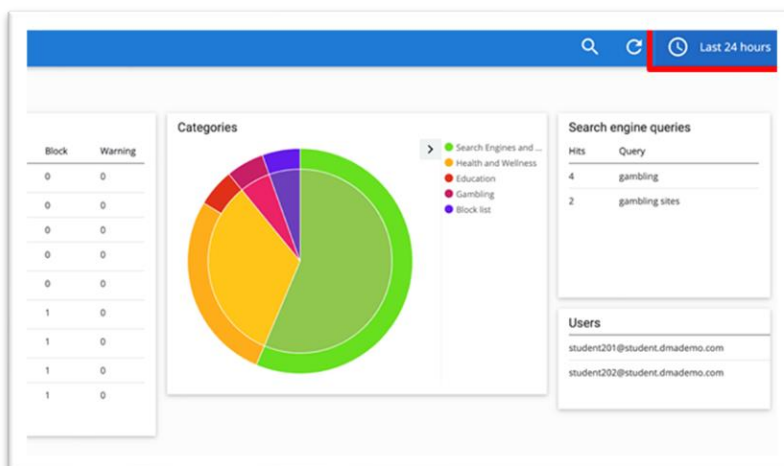Click the time period that you want to view for your child's/ward's activities, e.g. 'This week'.

Unit 3-4 – Web Analytics (Date)

The Web Analytics can be found in the side menu under "Insights". You would be able to see your child's/ward's online activities by specifying a date.
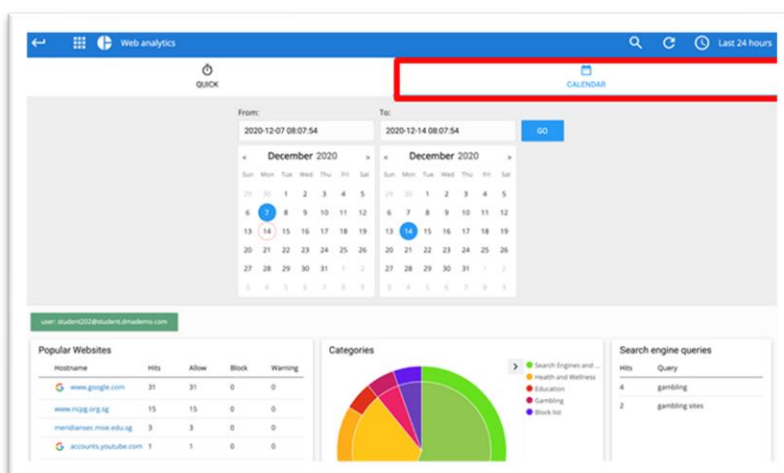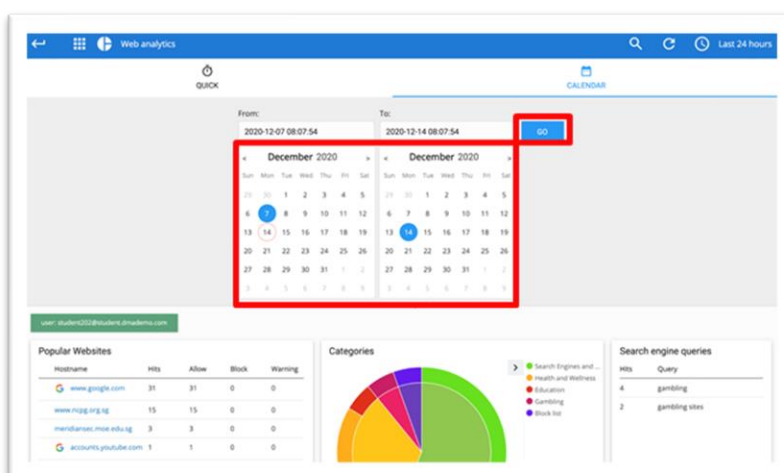
Step 1:
Click on 'Last 24 hours'

Step 2:
Click on 'Calendar'.

Step 3:
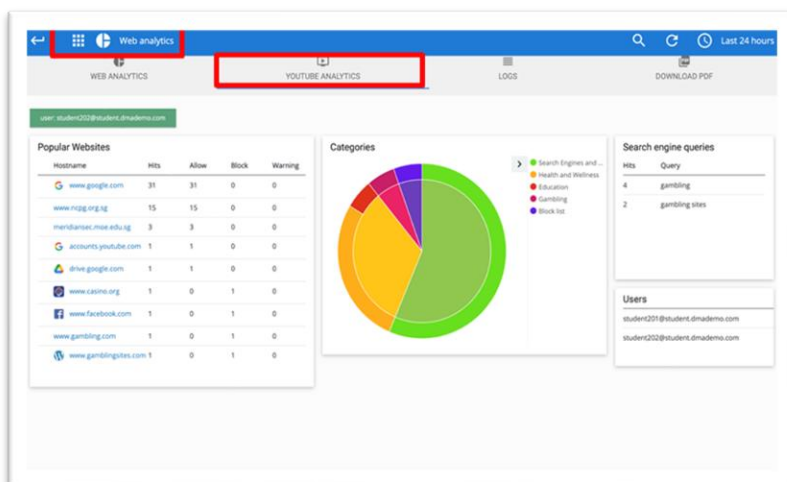Click on the dates to specify a date range for viewing the activity history. Then, click 'Go'.

Unit 3-5 – YouTube Analytics

The YouTube Analytics can be found in the side menu under "Insights". You would be able to see your child's/ward's YouTube history.
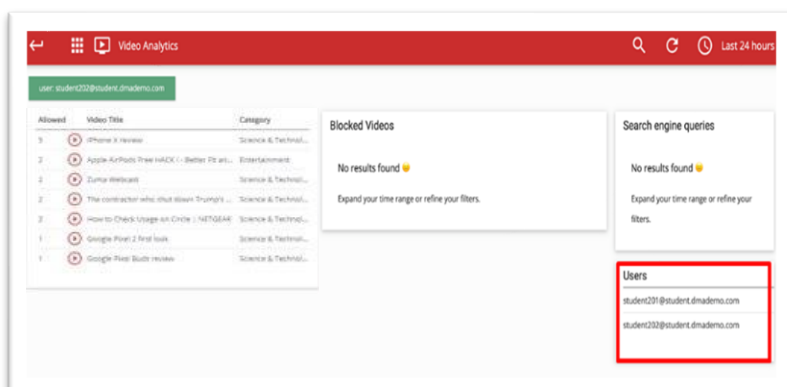
Step 1:
Click 'Web Analytics'. Then, click 'YouTube Analytics'.

Step 2:
Click on a selected child's/ward's profile under 'Users' to view his/her activities.

The list of YouTube videos accessed by your child is shown under 'Allowed Videos' and 'Blocked Videos'.
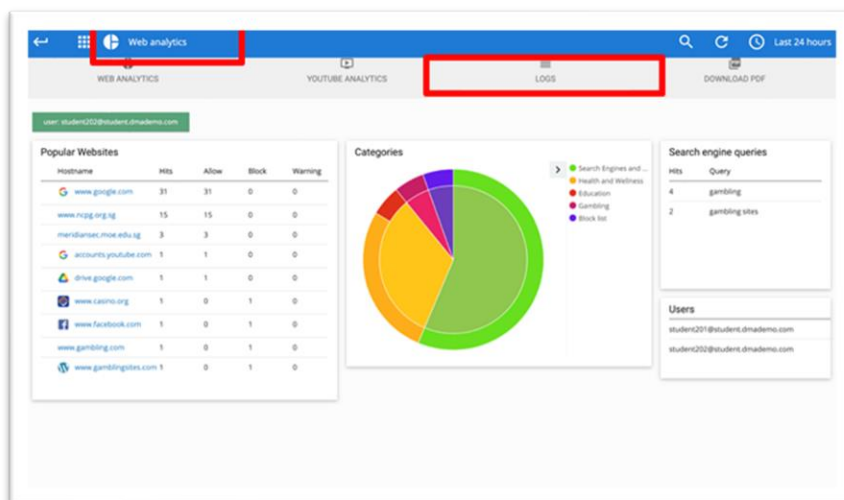
Unit 3-6 – Logs

The Logs can be found in the side menu under "Insights". You would be able to view your child's/ward's device and browser usage history through Logs.
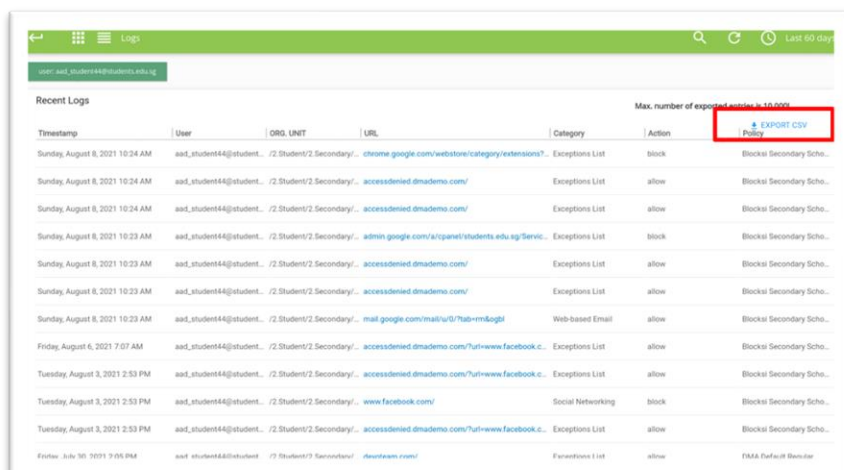
Step 1:
Click 'Web Analytics'. Then, click 'Web Analytics'. Finally, click 'Logs'

Step 2:
You will be able to see your child's/ward's usage history. Click 'Export CSV' if you are looking to download the log report(s).
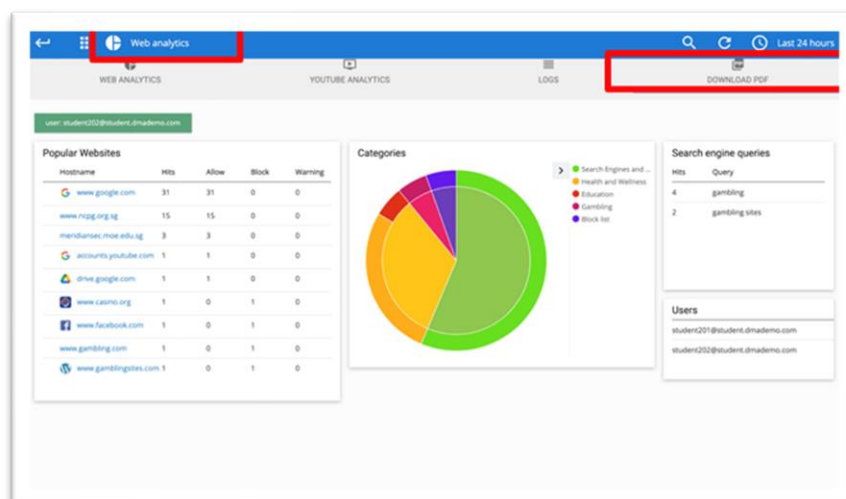
Unit 3-7 – Download Reports

The function to download reports can be found in the side menu under "Insights". You would be able to retrieve a comprehensive and detailed PDF report of your child's/ward's web activities.

Step 1:
Click 'Web Analytics'. Then, click 'Web Analytics'. Finally, click 'Download PDF'

Chapter 4: Option A Functions

In short, Option A gives the following flexibility:

● Ability to customise and activate additional web content filtering

● Flexibility to change sleep hours timing

## Unit 4-1 – Managing Web Content

Web content filtering is extension-based and Cloud Web and YouTube filtering will be applicable only for GSuite managed desktop Chrome clients. Hence Chrome is the only workable browser for Option A students. Other browsers will be blocked or/and the search function will be not available (*e.g.* in Microsoft Edge).

Parents who opt for Option A can customise and activate additional content filtering protection on top of MOE baseline policy.

Note: If you do not modify the filter, the device will adopt the school's policy, which mirrors the content filtering protection under Default Option.
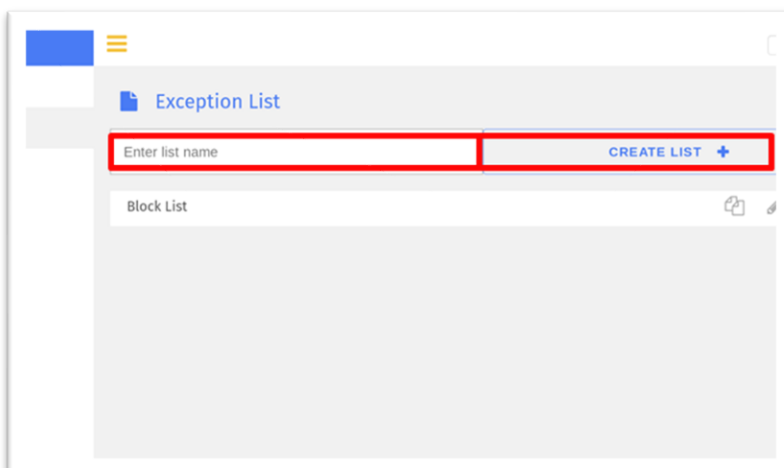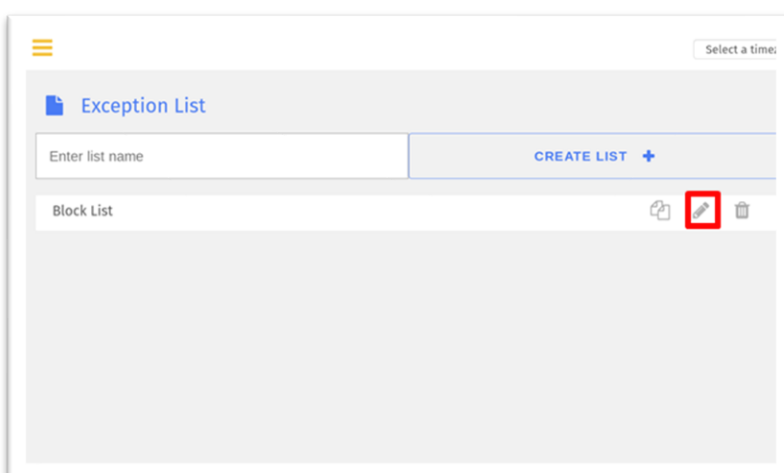
Step 1:
Click on 'Exception list'.
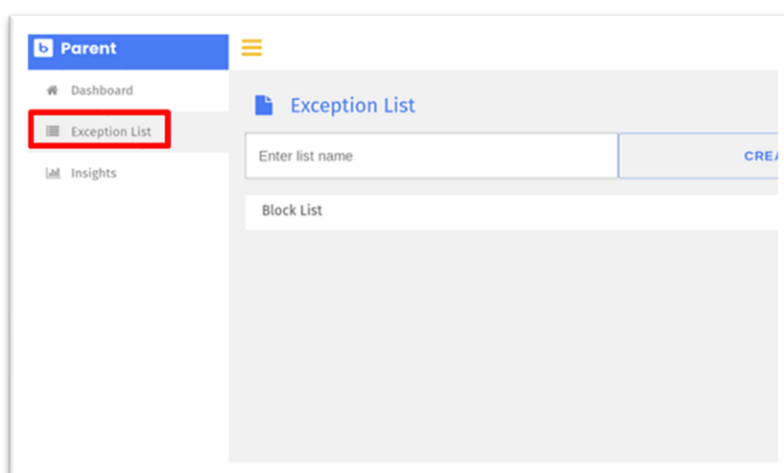
Step 2:
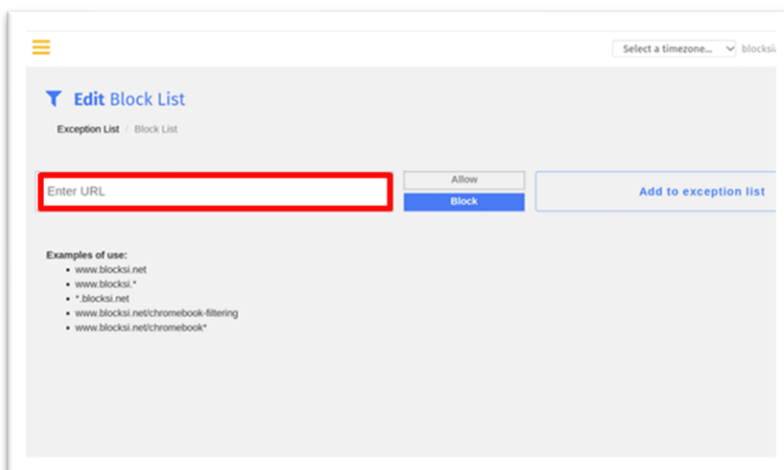Name the list and Click 'Create list'.

Step 3:
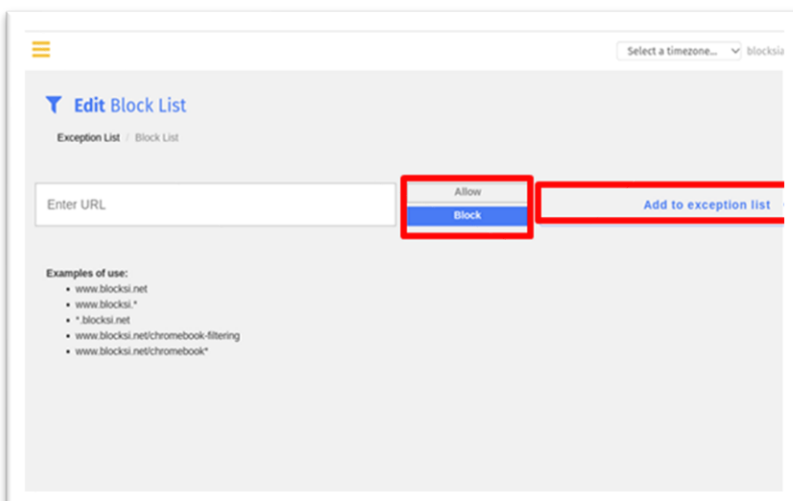Click the 'Pencil Icon' to edit the list you have created.

Step 4:
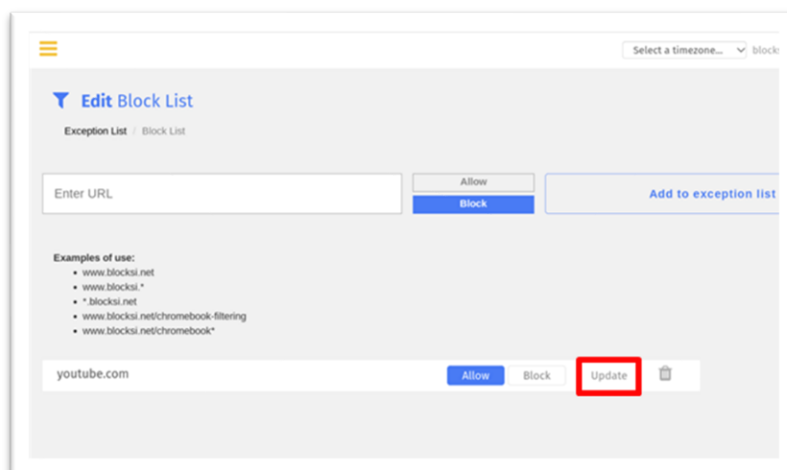Enter the Website Address (URL) you want to add in.

Step 5:
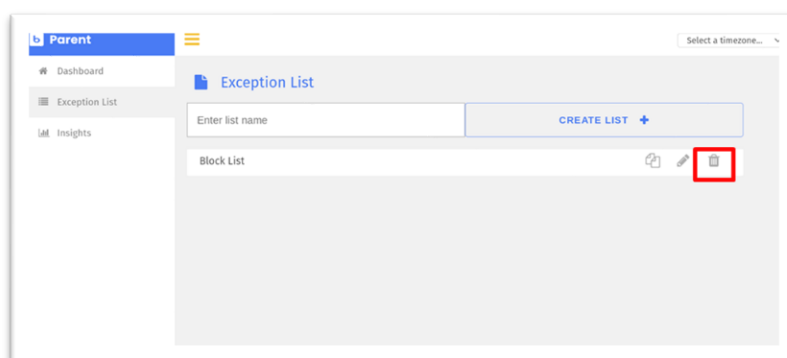Click either 'Block' to restrict access or 'Allow' and Click 'Add to list'.

Step 6:
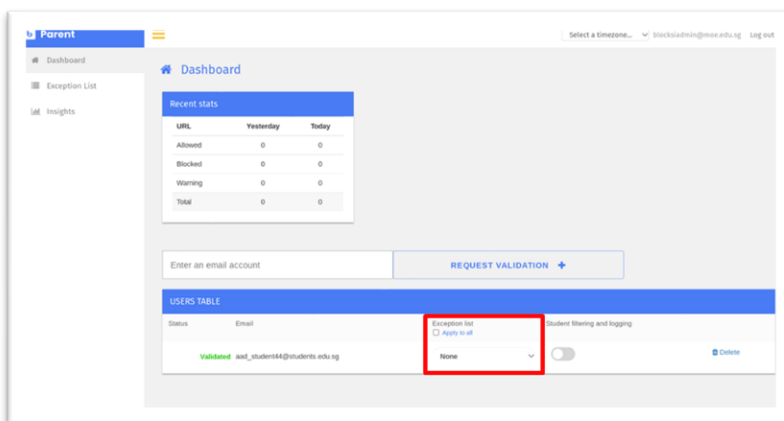Click 'Update' if you have made any changes to the access of the URL.

Click the 'Bin Icon' to delete the list.

Step 7:
In the Users Table, select the 'Exception List' to apply the filters set to your child's/ward's account.

You can have different Exception Lists for your child/ward. You can also apply the same Exception List to another child's/ward's profile under your account.

Unit 4-2 – Sleep hours

Schools will determine the **Sleep Hours** set for the students' devices. When the **Sleep Hours** profile is in-force, the device force shutdown which would prevent the usage of the device during the night, to facilitate rest time.

You can request for a change in the school's preset sleep hours to better meet the needs of your child/ward. You can choose from a selection of sleep hours, starting from 7pm at hourly interval till 11pm. To do so, you need contact your school DMA administrators.

Chapter 5: Application Installation

Your child will be able to download any applications under Option A. However, there may be some applications that would prompt for Parents Admin password at the time of installation.

Note: The school reserves the right to block Chrome extensions that are objectionable. Chrome extensions blacklisted by the school will not be accessible both during and after school hours even if they are installed.

If you have any questions, please contact your respective school's DMA Administrator.