



# **DMA Parent Guide – Option A (Windows OS)**

Version 1.0

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## Chapter 1: Introduction

This guide is written for parents of students who have their Personal Learning Devices (PLDs) 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. The following are the three options 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 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.

### **Option B**

If you 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

Your child/ward will be provided with different accounts to access his/her PLD based on the After-School DMA Parent Options chosen.

**Parents who have selected Option A or B will need to set up a Parent Admin Password to perform administrative tasks (e.g. installation of apps) after school hours.**

Table 1 provides information on the accounts available for the different options chosen, and when each account should be used:

|                          | Student iCON Account | After-School Student Account | Parent Admin Password (for administrative tasks) |
|--------------------------|----------------------|------------------------------|--|
| <b>Default</b>           |                      |                              |  |
| School hours usage       | ✓                    | ✗                            | ✗  |
| After School hours usage | ✓                    | ✗                            | ✗  |
| <b>Option A &amp; B</b>  |                      |                              |  |
| School hours usage       | ✓                    | ✗                            | ✗  |
| After school hours usage | ✓                    | ✓                            | ✓  |

Table 1

Table 2 provides information on the Parent Options features that are available after school hours:

|   | Default                               | Option A  | Option B  |
|---|---------------------------------------|---|---|
| Web Browsing History*                   | ✓                                     | ✓   | ✗ <sup>#</sup>  |
| Additional Web Content Filtering        | ✗                                     | ✓   | ✗ <sup>#</sup>  |
| Additional Installation of Applications | ✗                                     | ✓<br>Parent Admin Password required for selected apps | ✓<br>Parent Admin Password required for selected apps |
| Sleep hours shut down                   | ✗<br>Sleep hours controlled by school | ✓ <sup>@</sup>  | ✗<br>No restrictions                                  |

Table 2

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

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

<sup>@</sup> Parents may request to change sleep hours through the school's DMA Administrator.

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

**To access the features for Option A after school hours, users will need to sign-in to the After-School Student Account.**

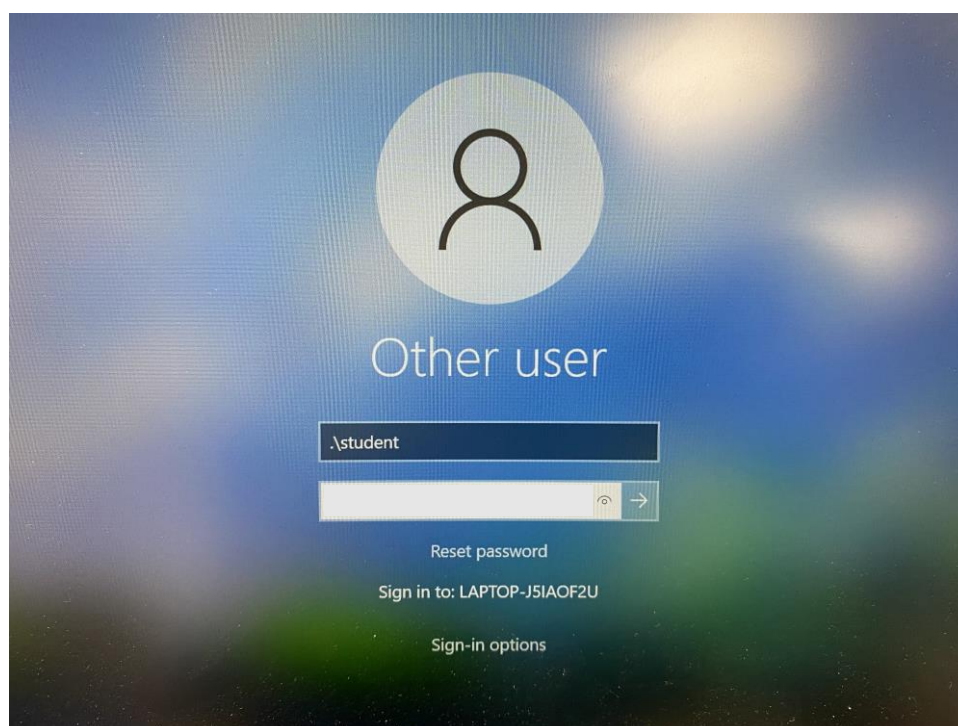
**Step 1:**

[During first login]

To set up the After-School Student Account, choose "Other user" at the left bottom corner of the main login page, and input **.\student**.

Leave the password field 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. Students will not be able to login to this account during school hours.**

**Step 2:**

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

Please note that the username for the After-School Student Account is **.\student** for all future logins.

## 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.

- [During first prompt for a password] You can leave the password field blank and proceed.
- You will then be prompted to change password. Please proceed to create your new password.
- Do keep your password in a safe place after password change.
- If you have forgotten your password, please contact the school's DMA Administrator for assistance.
- You 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 Blocks!).
  - de-enroll the PLD from Intune for Education.

## Chapter 2: Getting Started

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

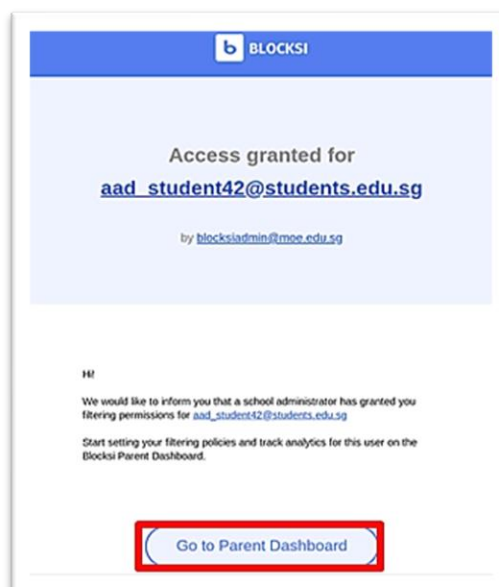
Setting up your DMA Parent Portal Account (Blocksi) will enable you to view and manage your child’s/ward’s online activities.

#### 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.

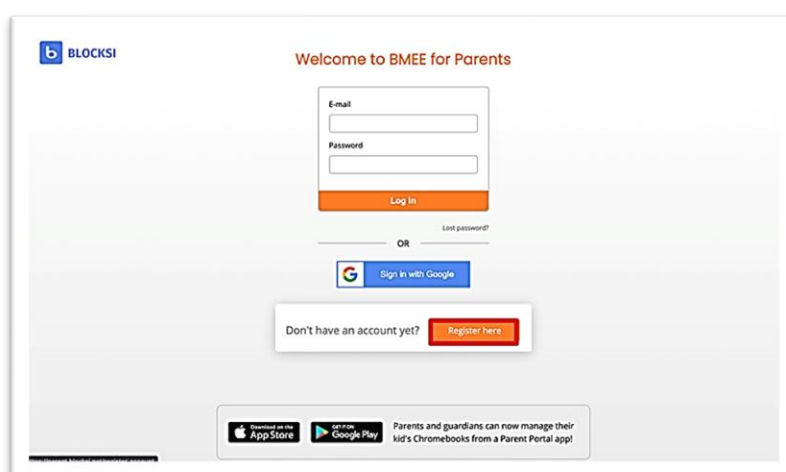
**Note: Check the Spam/Junk folder if you do not see the email in your Inbox.**



#### Step 2:

Click “Register here” to register with the email address that you have provided to the school earlier.

**Note: Click “Sign in with Google” only if you have already registered through your Google account.**

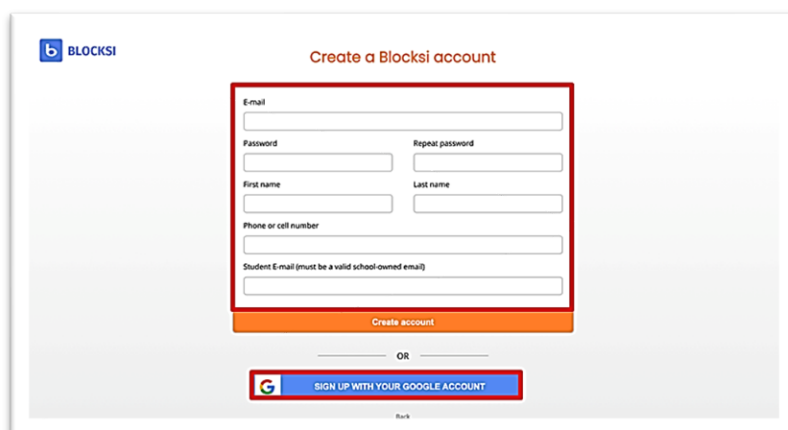


**Step 3:**

Enter your details (email address, password, name, phone no.) and your child’s/ward’s Student iCON email address.

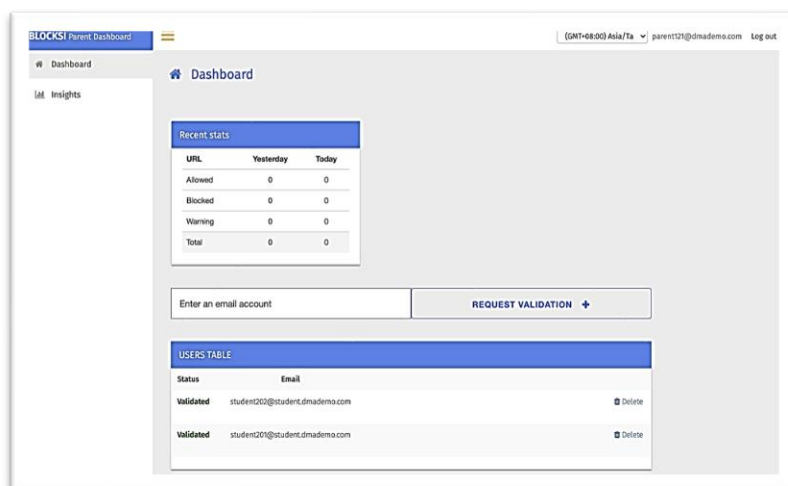
Then, click “Create account”.

**Note: If you are using a Google account, click “Sign up with your Google account” to link your Google account with Blocks. Please remember that you need to login to Google in order to access your Blocks account.**

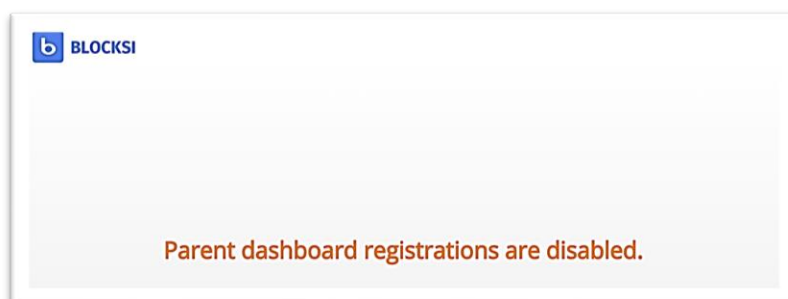


**Step 4:**

After creating your account, you should be able to access the Parent Dashboard.



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



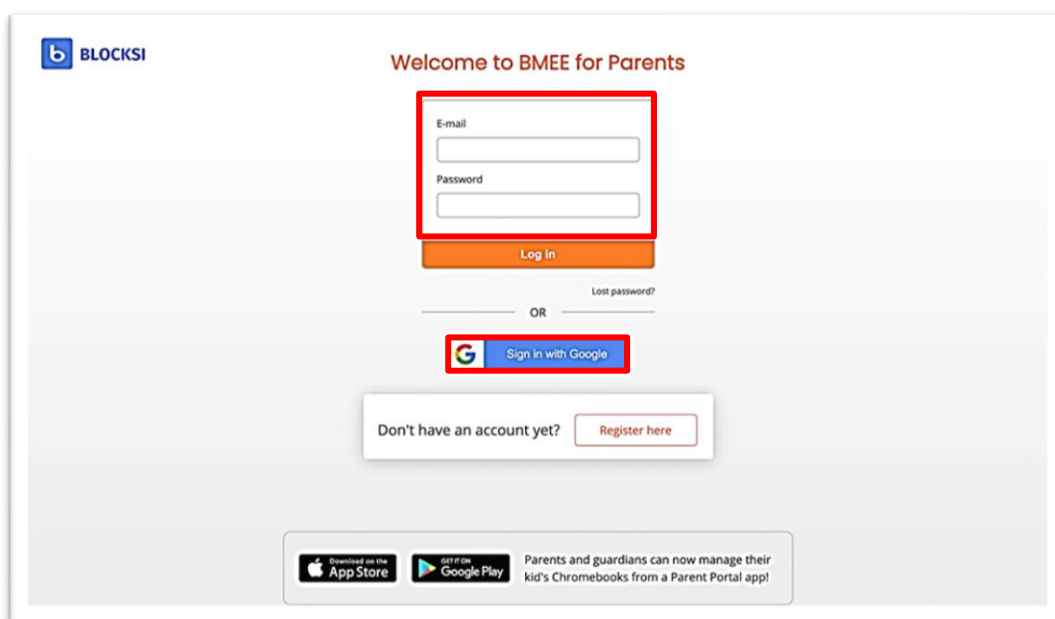


## Unit 2-2 – Signing in to DMA Parent Portal Account (Blocksi)

Subsequently you can sign in directly via this URL: [parent.blocksi.net](https://parent.blocksi.net).

Enter your email address and password. Then, click “Login”.

**OR** Click “Sign in with Google” if you have registered using your Google account.

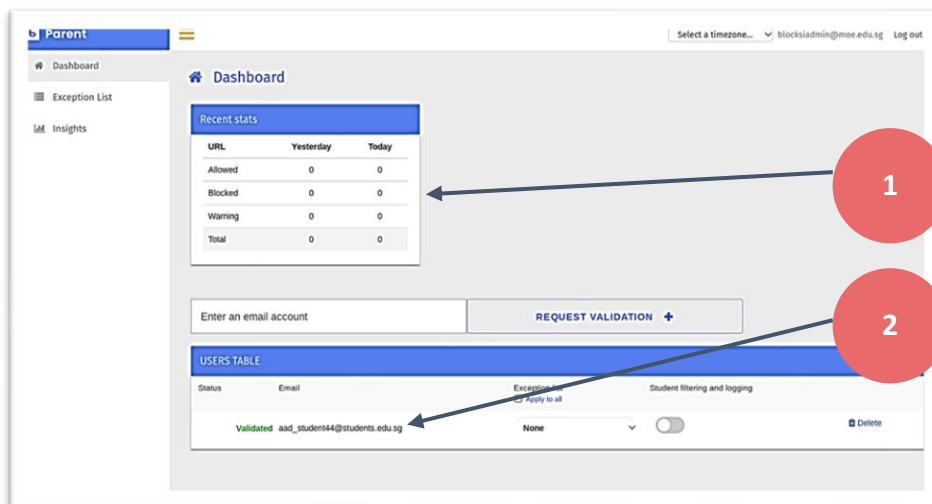


## Chapter 3: Overview of the Parent Portal User Interface

### Unit 3-1 – Dashboard Features

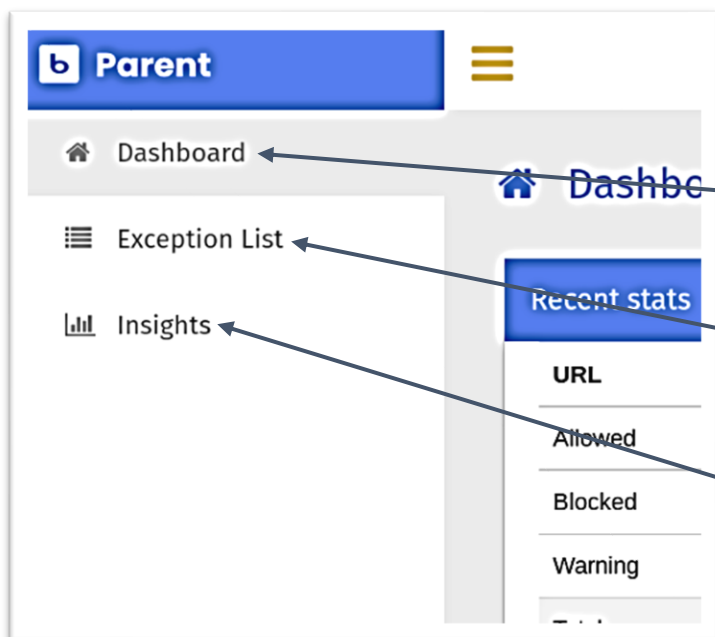
Once you have signed in to the dashboard, you will see the home screen containing your child’s/ward’s email in “Users Table”.

If you have more than one child/ward on Blocks, 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

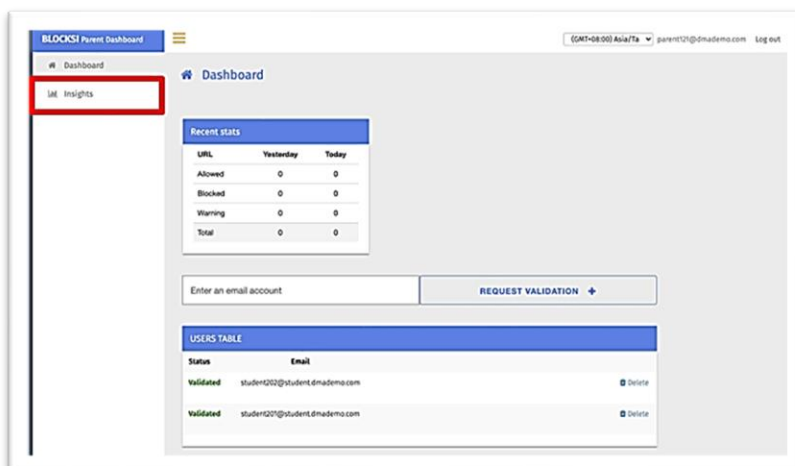
5 Monitor your child’s/ward’s online activities

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

The “Web Analytics” tab can be found in the side menu under “Insights”. You will be able to see your child’s/ward’s online activities and frequently visited websites/categories.

**Step 1:**

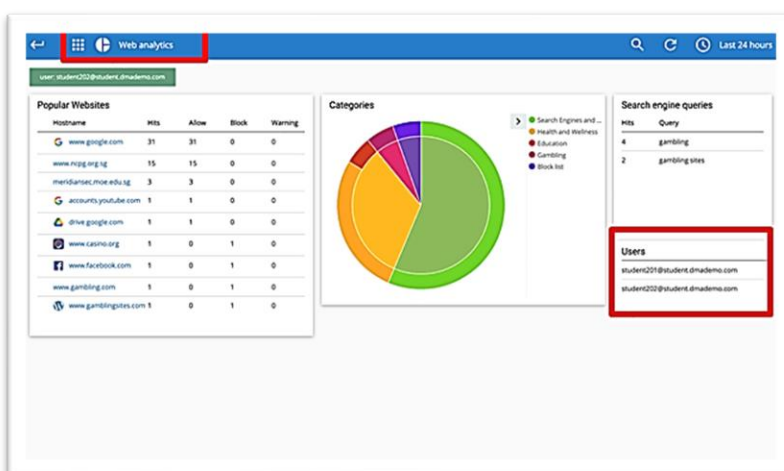
Click on “Insights”.



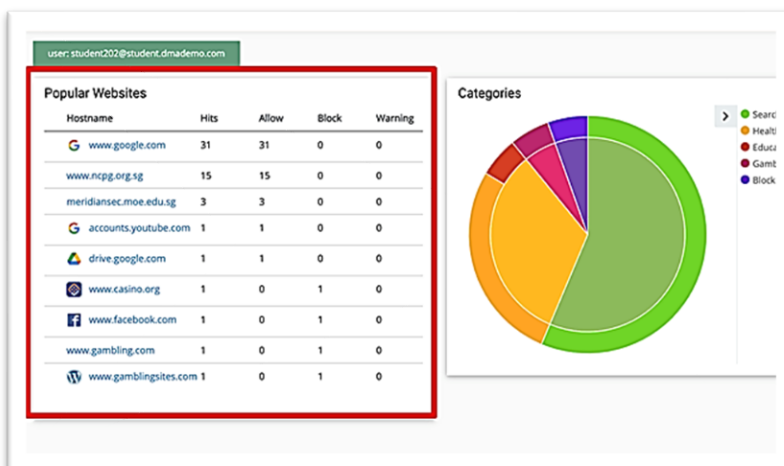
**Step 2:**

You can view your child’s/ward’s online activities for the last 24 hours under “Web Analytics”.

Click on the child’s/ward’s profile that you wish to view under “Users”, to access his/her online activities.

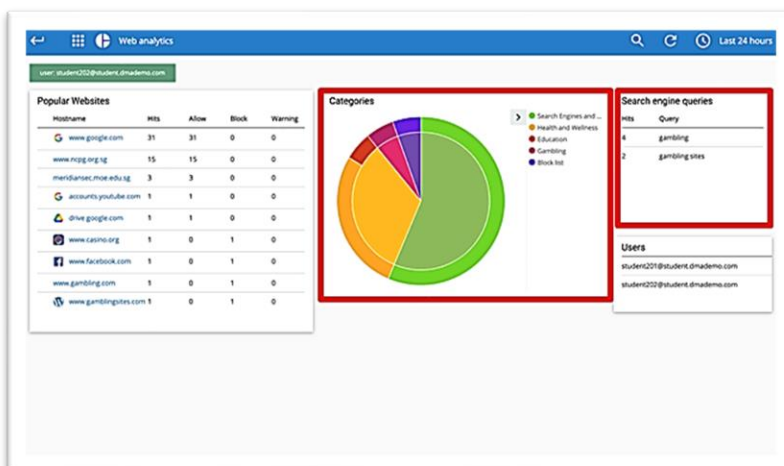


You can view websites visited by your child/ward under “Popular Websites”.



You are also able to view different categories of websites visited by your child/ward, under “Categories”.

You can view your child’s/ward’s search results under “Search Engine Queries”.

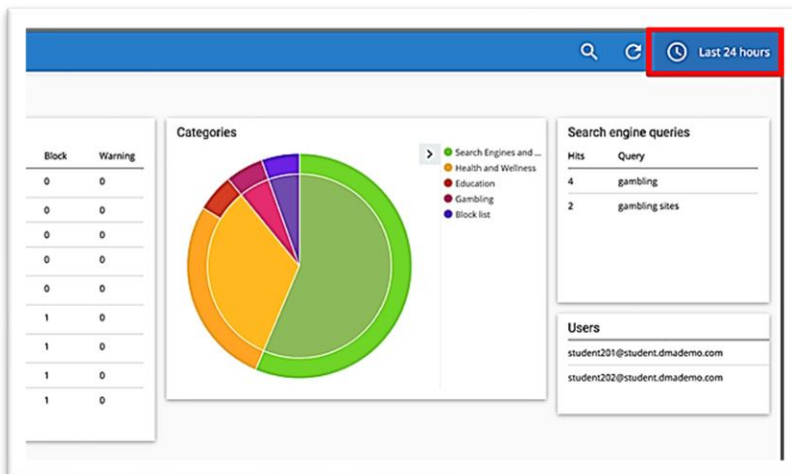


### Unit 3-3 – Web Analytics (By Time Period)

The “Web Analytics” tab can be found in the side menu under “Insights”. You will be able to see your child’s/ward’s online activities for a pre-set time period.

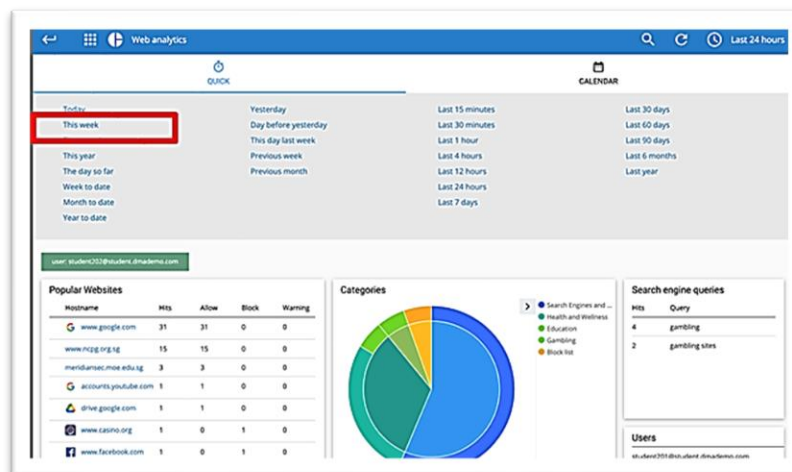
**Step 1:**

Click on the time icon at the top right corner of the page to adjust the time period.



**Step 2:**

Select the time period that you want to view for your child’s/ward’s activities, e.g. “This Week”.

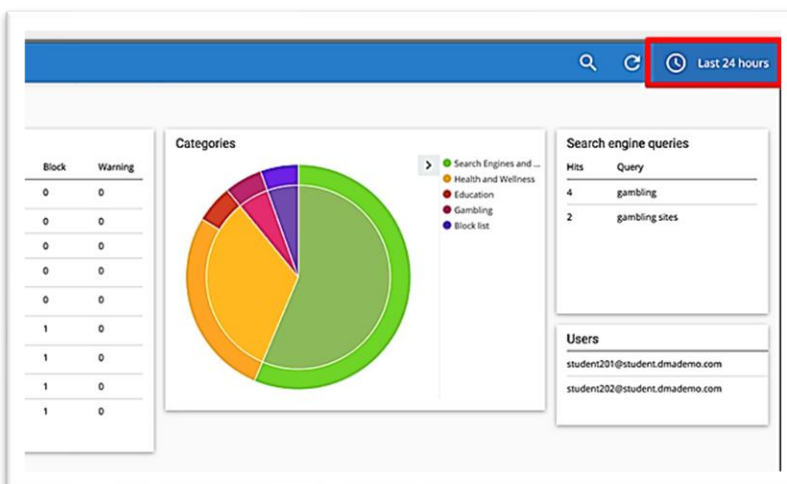


Unit 3-4 – Web Analytics (By Date)

The “Web Analytics” tab can be found in the side menu under “Insights”. You will be able to see your child’s/ward’s online activities by specifying the start and end dates.

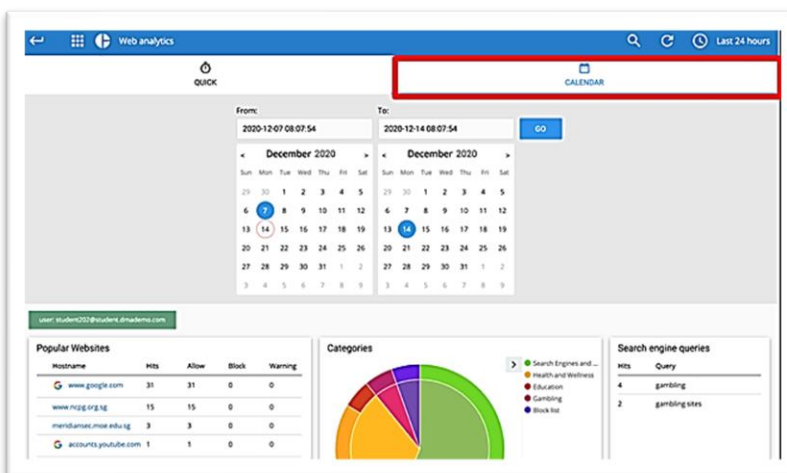
**Step 1:**

Click on the time icon at the top right corner of the page to adjust the dates.



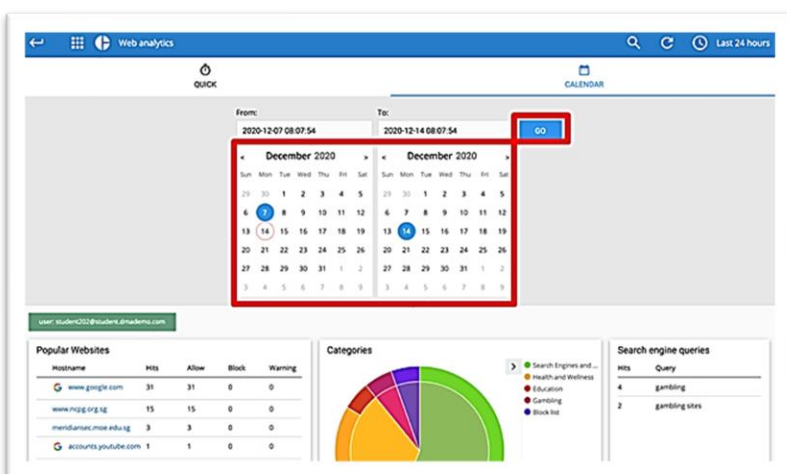
**Step 2:**

Click on “Calendar”.



**Step 3:**

Click on the start and end dates to specify a date range for viewing your child’s/ward’s activity history. Then, click “Go”.



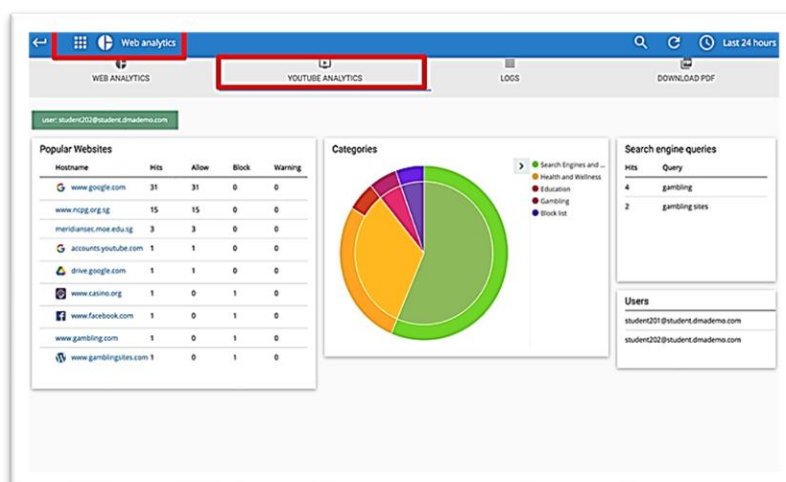
## Unit 3-5 – YouTube Analytics

The “YouTube Analytics” tab can be found in the side menu under “Insights”. You will be able to see your child’s/ward’s YouTube browsing history.

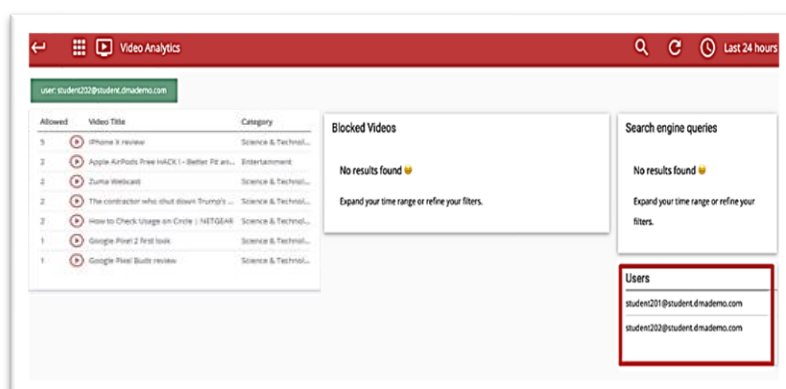
**Step 1:**

Click “Web Analytics”.

Then, click “Youtube Analytics”.

**Step 2:**

Click on the child’s/ward’s profile that you wish to view under “Users”, to access his/her YouTube browsing history. The list of YouTube videos accessed by your child is shown under “Allowed Videos” and videos which were filtered out are shown under “Blocked Videos”.

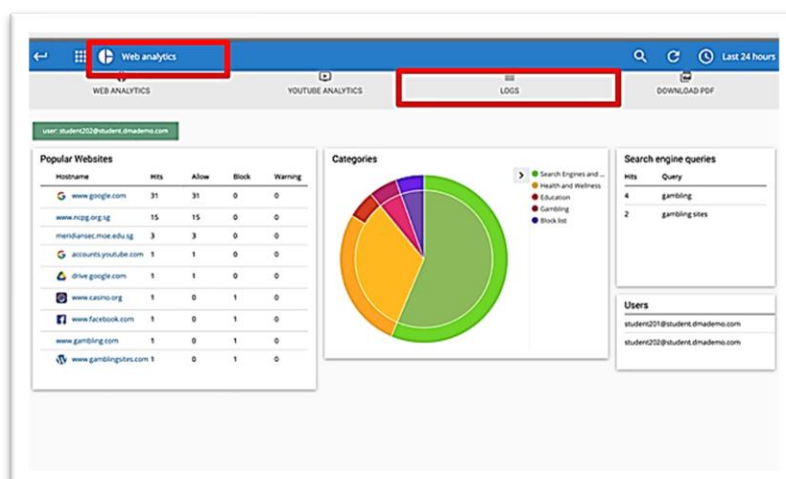


## Unit 3-6 – Logs

The “Logs” tab can be found in the side menu under “Insights”. You will be able to view your child’s/ward’s device and browser usage history through the “Logs” tab.

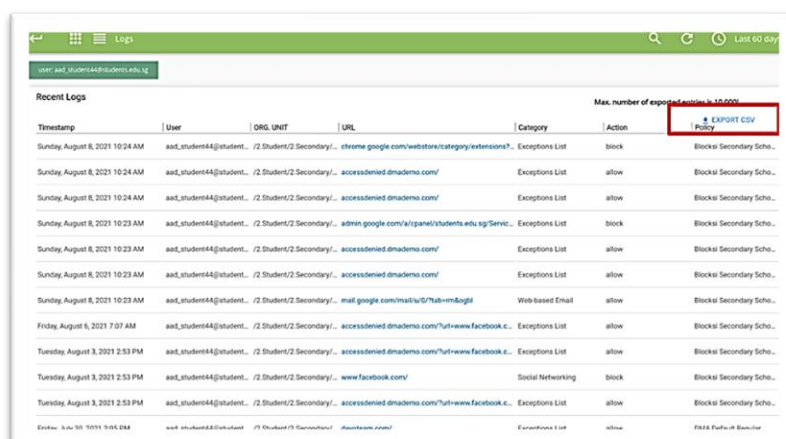
### Step 1:

Click “Web Analytics” (on the blue bar). Then, click “Web Analytics” (on the grey bar). 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

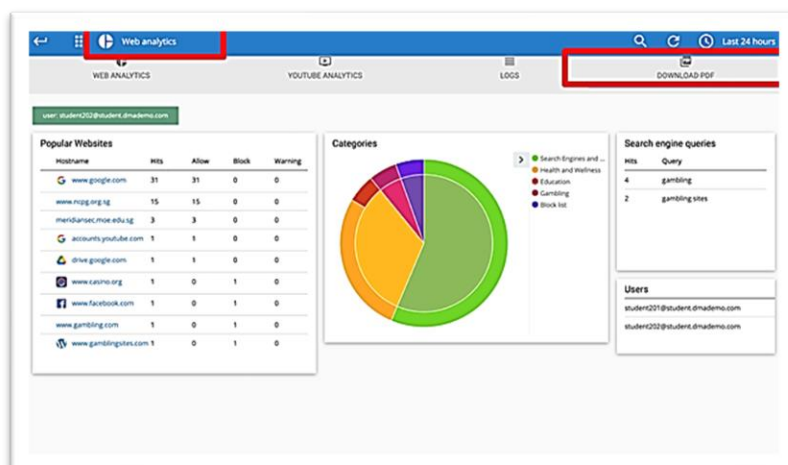
The function to download reports can be found in the side menu under “Insights”. You will be able to retrieve a comprehensive and detailed PDF report of your child’s/ward’s web activities.

**Step 1:**

Click “Web analytics”  
(on the blue bar).

Then, click “Web Analytics”  
(on the grey bar).

Finally, click “Download PDF”.



## Chapter 4: Option A Functions

Option A gives the following flexibility:

- Ability to customise and activate additional web content filtering
- Choice of sleep hours timing

### Unit 4-1 – Managing Web Content

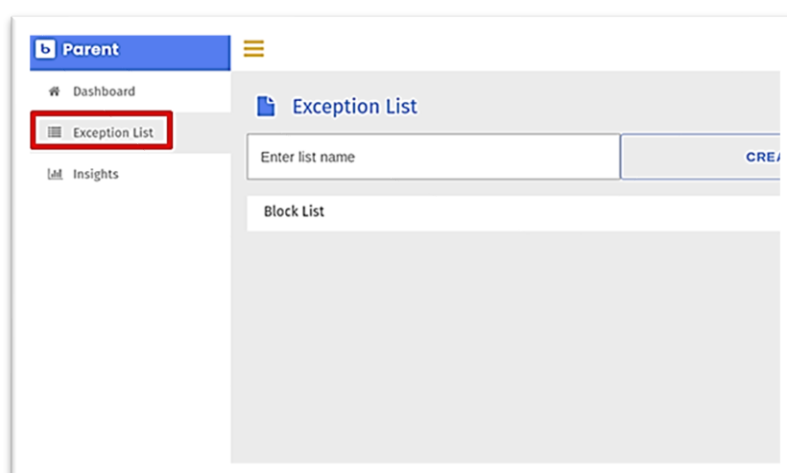
Web content filtering is extension-based and operates only in a Chrome browser. Hence Chrome is the only browser that will work for students on Option A. Other browsers will be blocked and/or the search function will be not available (e.g. in Microsoft Edge).

Parents who opt for Option A can apply additional content filtering on top of the ones under the MOE baseline policy.

**Note: If you do not modify the filters, the PLD will adopt the school's policy, which mirrors the content filtering under the Default Option.**

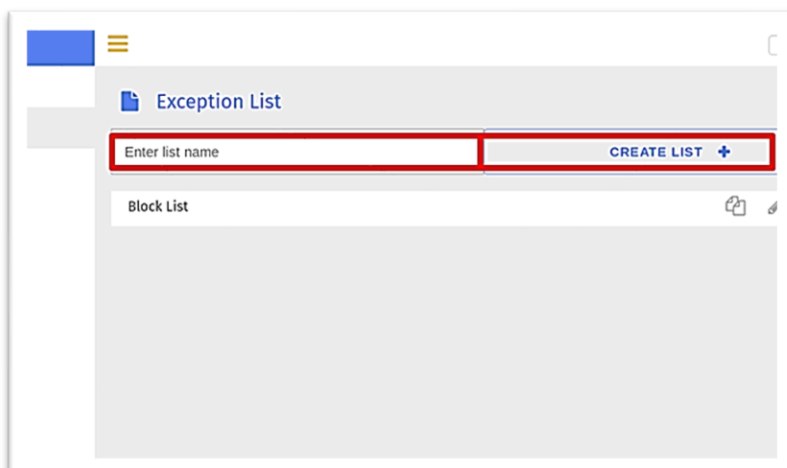
#### Step 1:

Click on “Exception List”.



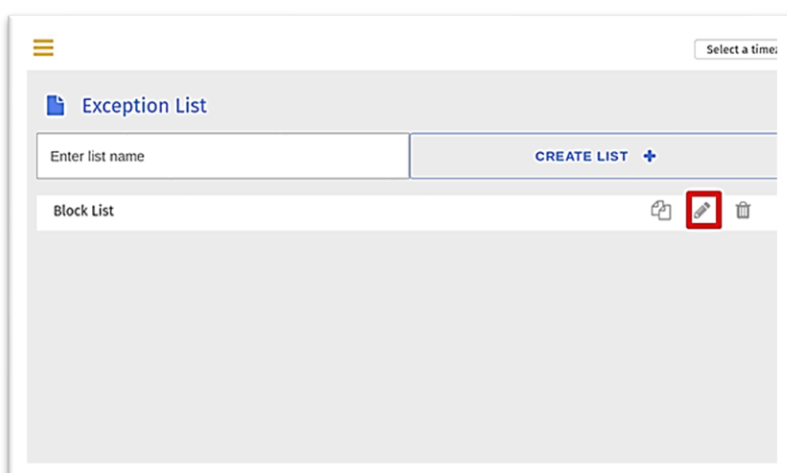
**Step 2:**

Name the list and click on “Create List”.



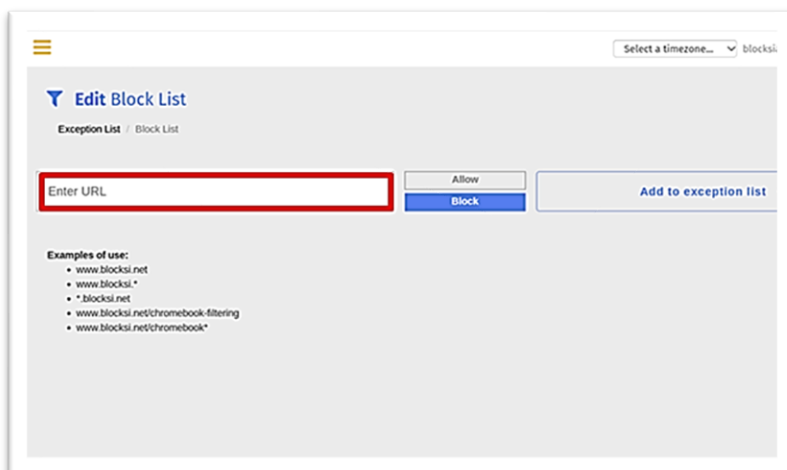
**Step 3:**

Click on the pencil icon to edit the list you have created.



**Step 4:**

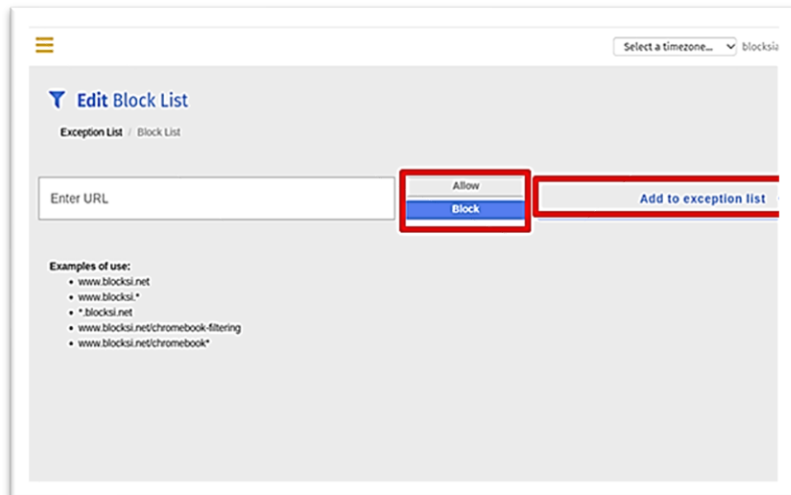
Enter the website address (URL) you want to block/allow.



**Step 5:**

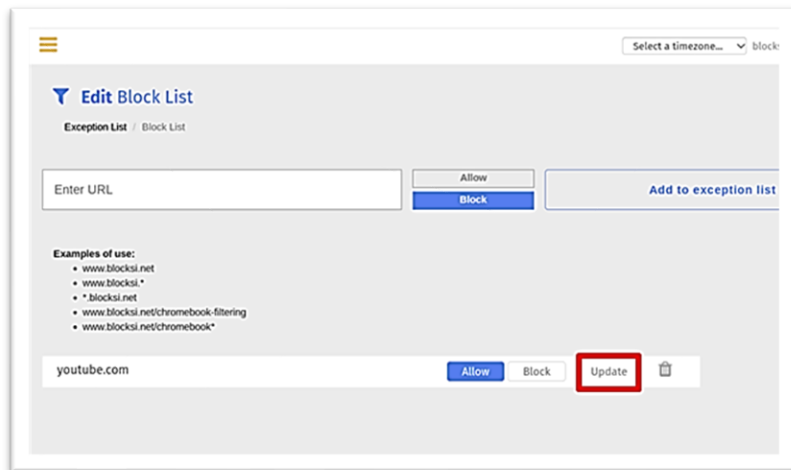
Click on either “Block” to restrict access or “Allow” to grant access. Then, click on “Add to exception list”.

**Note: Websites that have been added to the “Allow” list will only be accessible after school hours.**

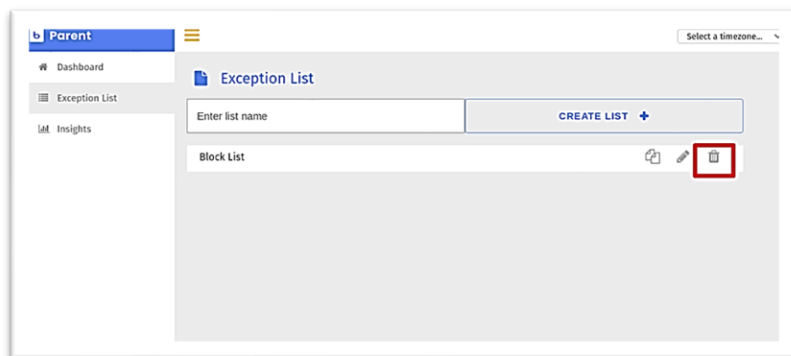


**Step 6:**

Click on “Update” if you have made any changes to the access rights for a particular URL.



Click on the bin icon to delete a list.



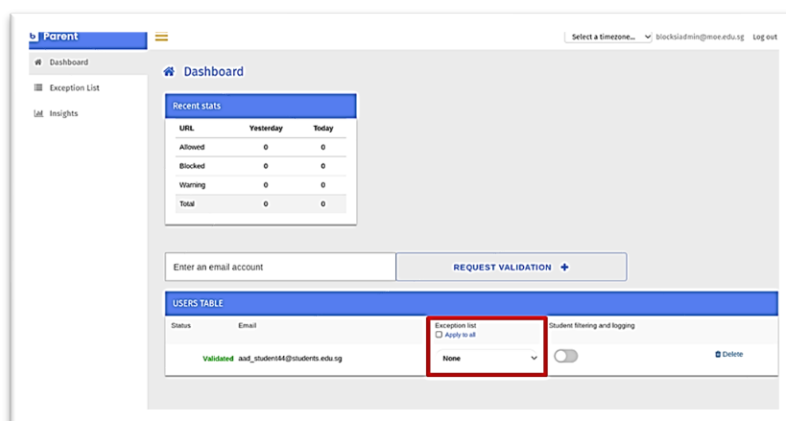
**Step 7:**

Access the “Users Table” by clicking on “Dashboard” in the side menu.

In the “Users Table”, select a particular “Exception List” to apply the filters set to your child’s/ward’s account.

You can have different exception lists for each 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' PLDs. When the **Sleep Hours** profile is in force, the device will go through a forced shutdown at the stipulated time. This prevents the usage of the device during the night, to facilitate rest time.

You can request for a change in the school's pre-set sleep hours to better meet the needs of your child/ward. You can choose from a selection of sleep hours, starting from 7.00 p.m. till 11.00 p.m., at an hourly interval. To do so, you need contact your school's DMA Administrator.

## Chapter 5: Installation of Applications

Your child/ward will be able to download any application under Option A. However, there may be some applications that would prompt for the Parent 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.**