Create a new child's account and enable Family Safety

The first step in enabling Family Safety is to create a new account for your child and enable parental controls. To create an account, type in Add User when you are at the Windows Start Screen. When the search results appear click on the Settings category as shown below.

![Add User search](image)

Figure 1. Add User search
Now click on the option labeled **Give other users access to this computer**, which will open the User Settings screen.

![Figure 2. User's Setting screen](image)

Scroll down and click on the **Add User** option as shown above. You will now be at a screen prompting you to enter the user's email address. When creating an account in Windows 8 you can either set it up as a local account or use a Windows Live account to integrate online services such as SkyDrive into Windows 8. At this stage EQ (Education QLD) does not Support Cloud so please choose a Local account for now, and when these services are allowed, we will instruct you on how you can, if you wish, change the local account to a Cloud account (Microsoft Account).

To create a local account, click on the **Sign in without a Microsoft account** option. You will then be brought to a new screen prompting you again whether you want to use a Microsoft or Local account. At this screen you should select **Local Account**.

You will now be at a screen prompting you for the user's account name, password, and a password hint that can be used to recover the password in the future. Please fill in this information and click on the **Next** button.
You will now be at a confirmation screen that lets you review the account that will be created as shown below.

![Add a user confirmation screen](image)

**Figure 3. Adding a new user confirmation**

To enable Family Safety monitoring on this child's account, put a check mark in the checkbox labeled **Is this a child's account?** and then click on the **Finish** button.

The account is now created and Family Safety is now configured for that account. For information on how to configure Family Safety settings for this new account, please skip to this section.

### Configuring an existing account to use Family Safety

If you wish to enable Family Safety on an existing account, please type in **Family Safety** when you are at the Windows Start Screen and then click on the **Settings** category as shown below.

**Note:** To enable Family Safety on an existing account it must be configured as a Standard User.
Now click on the option labeled **Family Safety**, which will open the Family Safety screen.
To enable Family Safety on an account, click on it once with your mouse. This will open up the Family Safety User Settings screen.

![Family Safety Settings](image)

**Figure 6. Family Safety Settings for a particular user**

To monitor this child's activity, select the **On, enforce current settings** button. Family safety is now enabled on this user's account and you will receive weekly reports on their activity. You can now close the User Settings window.

For information on how to configure Family Safety settings for this account, please see the next section.

**How to configure Family Safety in Windows 8**

Microsoft's Family Safety approach is to monitor first and then restrict as necessary. Using this approach, when a child is enrolled in Family Safety there will be no restrictions placed on the account by default. Instead they will be able to use the full capabilities of the computer without limitation and you will receive daily and weekly reports about the child's activity. As you review their behavior and you find that you need to restrict them in some way, you can then modify the Family Safety settings to limit their usage on the Internet or on the computer.

**Note:** You will only receive a daily report for a child if there was activity to report for that day.

To configure restrictions on a child account, you need to do so from the Family Safety control panel. To get there you should type **Family Safety** when you are at the Windows Start Screen and then click on the **Settings**. When you click on the Settings category, you should see an option on the left called **Family Safety**. Please click on that setting and you will now be at the Family Safety control panel.
To change a particular child's settings, click on the child's name. This will open up the User Settings screen as shown below.
On this screen you will see a variety of options that you can configure. By default, Activity report is enabled so that you receive daily and weekly reports on your children’s activities. You should not disable this feature.

Under the Windows settings category you see four categories that you can configure to limit your child's activity on the computer and the Internet. These categories are:

**Web Filtering**

The web filtering category allows you to restrict what web sites the child can visit. For more detailed information about this setting, please read the Web Filtering section below.

**Time Limits**

This section allows you to configure how much time a child can use the computer in a given day or when they are allowed to use it. For more detailed information on how to configure this setting, please read the Time Limits section below.

**Windows Store and game restrictions**

This category allows you to restrict what types of games and Windows Store apps the child is allowed to play. For more detailed information on the Windows Store and game restrictions, please see this section.
**App restrictions**

This section allows you to place restrictions on what applications a child can use. For more detailed information on how to configure this restriction, please see the App restrictions section.

If you wish to make changes to a user's settings please left-click once on the category that you wish to modify.

It is also possible to manage these settings remotely via the [http://familysafety.microsoft.com/](http://familysafety.microsoft.com/). This allows you to add restrictions even when you are not home in the event that you find something concerning in a child's activity report. Please note to use the Family Safety web site, you must be using a Microsoft account on your computer rather than a local account.

For more information about all of the setting in these categories, please read the following sections.

**Configuring Web Filtering**

By default, Family Safety is configured to allow access to all web sites, but you can modify this behavior to only allow your child to visit certain web site categories or even specific sites. If you place restrictions on a web site and your child visits it, the site will be blocked. They will then be presented with a message stating that their parent needs to provide permission to access the site. The parent can then enter their login info to allow their child to continue to the site.

If you wish to restrict web sites, you can select the **Child can only use the websites I allow** option, which will enable two other settings called **Set web filtering level** and **Allow or block specific websites**.

If you click on the **Set web filtering level** you will be brought to a screen where you can select the restriction level you wish to use for web sites.
At this screen you should select the level that you wish to use for your child. You can also select the **Allow list only** option that will only allow the web sites you specifically allow in the Allow List, which will be described next. Furthermore, you can override restriction level settings by specifically adding a site in the allow list.

**Tip:** For younger children, it is strongly advised that you check the **Block file downloads** option so that your child does not accidentally download programs that may be malicious in nature.

The **Allow or Block List** setting allows you to specify the particular sites that you your child can or cannot visit. The sites you enter in this section override the web restriction you previously setup. This means that if you add a site to the Allow list and it's not in the restriction level you selected, they will still be able to visit it. The reverse holds true as well for sites you add to the block list. Even if the site is part of the category you allow, the child will not be able to visit it because you specifically blocked it.
To allow or restrict a site, simply enter the address in the field and press the Allow or Block buttons. When entering the address, you can enter the domain (example.com) and every page on that domain will be blocked. If you wish to specify a specific page, then you should enter the entire address and press the desired permission.

For example, if you block example.com then every web page on that domain will be blocked. On the other hand, if you block example.com/games/ only web pages under the games folder will be blocked, but the child can access other pages on the example.com domain such as example.com/forums/.

**Configuring Time Limits**

The Time Limits section is used to configure specific times or the amount of time a child can use the computer. By default, Family Safety allows a child to use the computer whenever they want and for as long as they want. To restrict their usage you can use the Set time allowance and Curfew settings.

If you click on Set Time Allowance you will be brought to a screen where you can specify how much time per day they are allowed to use the computer.
Please note that you can specify different allowances for the weekdays and weekends in case you wish to give them a bit more time during the weekend.

If you select the **Curfew** option you will be brought to a screen where you can specify what hours of a particular day the child cannot use the computer.
Tip: It is possible to select multiple time ranges in a particular day that they are not allowed to use the computer.

To select the time frame per day that they cannot use the computer simply left click on the beginning time and drag to the right. The time frame that they are not allowed to use the computer will become highlighted in blue and the child will not be able to use the computer during those times.

Configuring Windows Store and game restrictions

The Windows Store and game restrictions section allows you to specify the games that you wish to allow your child to play. By default, Windows 8 will allow your child to play every game installed on the computer. To change this setting you should select the Child can only use games and Windows Store apps that I allow option. This will enable two other options called Set game and Windows Store ratings and Allow or block specific games.

The Set game and Windows Store ratings section allows you to select the games rating level that is appropriate for your child.
If you wish to allow or block specific games regardless of their game rating, you can select the **Allow or block specific games** option. This will open a screen that allows you to specify how you wish a particular game to be handled.
This screen will contain a list of all installed games and whether or not you wish to use the rating setting, always allow it, or always block it. Once you make the desired changes, you can close the Allow or Block games screen.

**Configuring App Restrictions**

This category allows you to specify what applications on a computer they are allowed to use. By default, this setting is configured so that a **Child can use all apps** on the computer. If you wish to restrict the applications a child can use, please select the **Child can only use the apps I allow** option. When you select this option, a list of available programs will be displayed.
To allow a child to use a particular application, simply place a check mark next to the desired app. If the app you wish them to use is not list, then you can click on the Browse button to select the executable (.exe) file that you wish the child to use. When you are done selecting the applications, you can go ahead and close the App Restrictions window.

Changing the Rating System that will be used with Family Safety

It is possible to change the game rating system that will be used by Family Safety. As different countries use different rating systems, it is important to select the one that is appropriate for your child and location. To do so, please click on the Rating Systems link shown in the main Family Safety screen as seen in Figure 5. This will open a screen showing a list of all the rating systems supported by Family Safety.
Scroll through the list of rating systems and select the one you wish to use. Family Safety will now use this rating system when restricting access to a particular game.

**How to view activity reports**

To view the activity reports for a particular child, you need to go to their Family Safety settings screen as shown in Figure 8. Once in that screen you should see an option to **View activity reports**. When you click on that option a screen will open that shows the past weeks activity for the child.
You can then look through the different activity categories on the left hand navigation bar to see what other activity the child did this week.

**Figure 17. Activity Report**