

Creating and setting up Rules

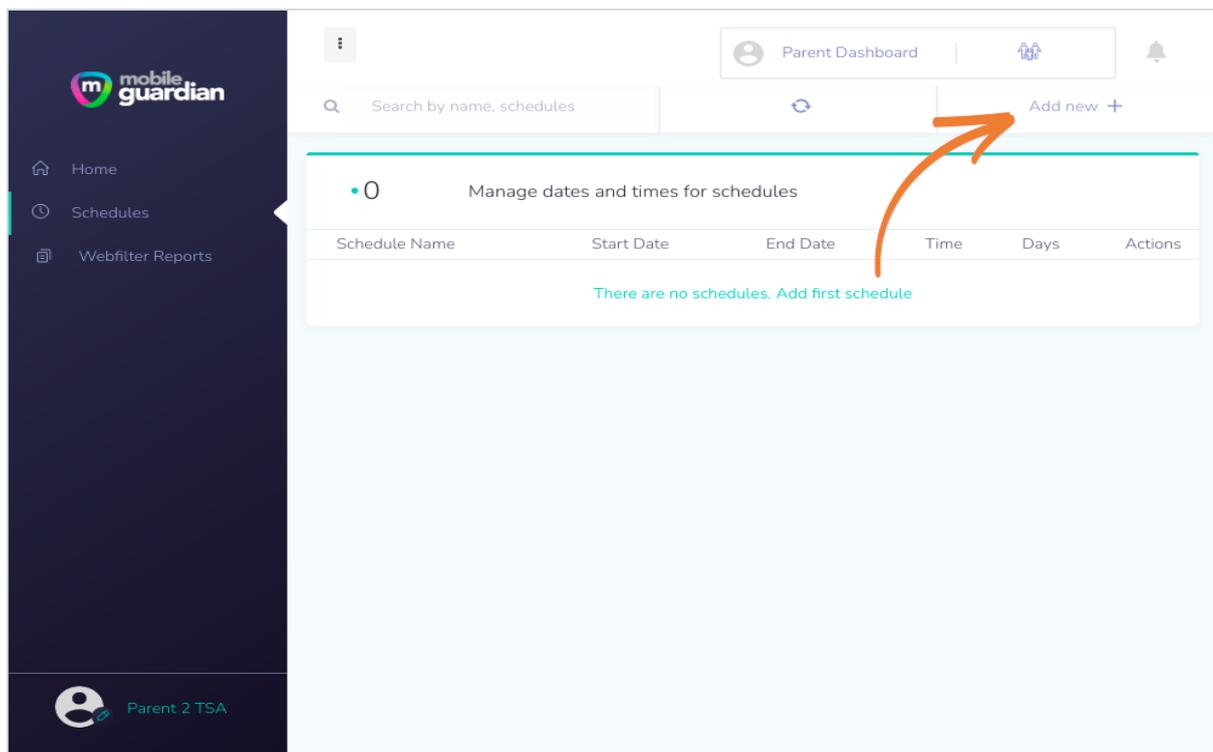
Rules are like presets that can be reused over and over again. A rule can contain:

- Web Filter
- YouTube Filter
- Device Restrictions

Note: Please make sure that the timezone is Singapore (GMT+8)

Step 1 - Creating a Schedule

First off you will need to go to Schedules on the menu dashboard and click on the "Add New +" button.



Creation of a new schedule

Add new schedule ✕

Schedule Name

Duration
Start Date End Date

Weekly Configuration
Start Time End Time S M T W T F S

Entry fields for creating a schedule

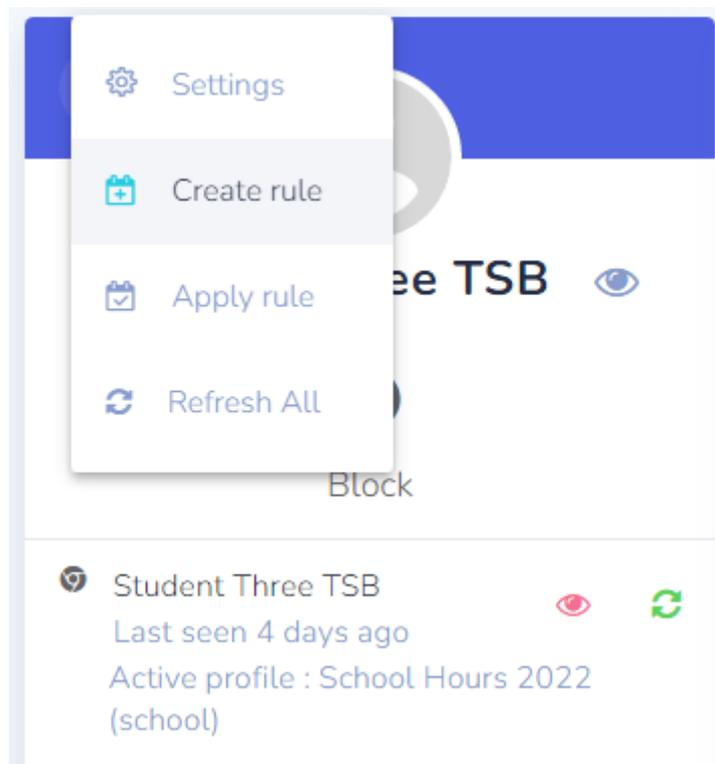
You will need to specify the following:

- Schedule Name
- Start Date and End Date for the duration
- Start Time and End Time to be applied for the day
- The days for which the schedule is to be applied

After creating the schedule, you then proceed to create the *rule*.

Step 2 - Creating a Rule

Click on the gear icon in the card layout (see [Figure 11: Gear icon on student card](#) for the location) and then select "**Create rule**".



Dropdown menu to create a rule for custom sleep hours

1. In the dialog box that appears for creating the rule, you need to give the rule a name that you can easily identify.
2. The name of your child will be displayed here. You **must** click on the name to select it before the "Create" button at the bottom becomes enabled.
3. The message that will appear at the block screen.
4. Select "**When activated at a specific time**" to set your custom sleep hours.

Set up your rules below

Give your rule an easily recognizable name

1 → Sleep Time

Who should this rule apply to?

2 → Student Two

Apply device block to limit screen time

Block screen message

3 → Bedtime

Where and when should this rule be applied?

When activated manually

4 → When activated at a specific time

When should this rule be applied?

5 → Anytime ▾

Add New Schedule +

Cancel Create

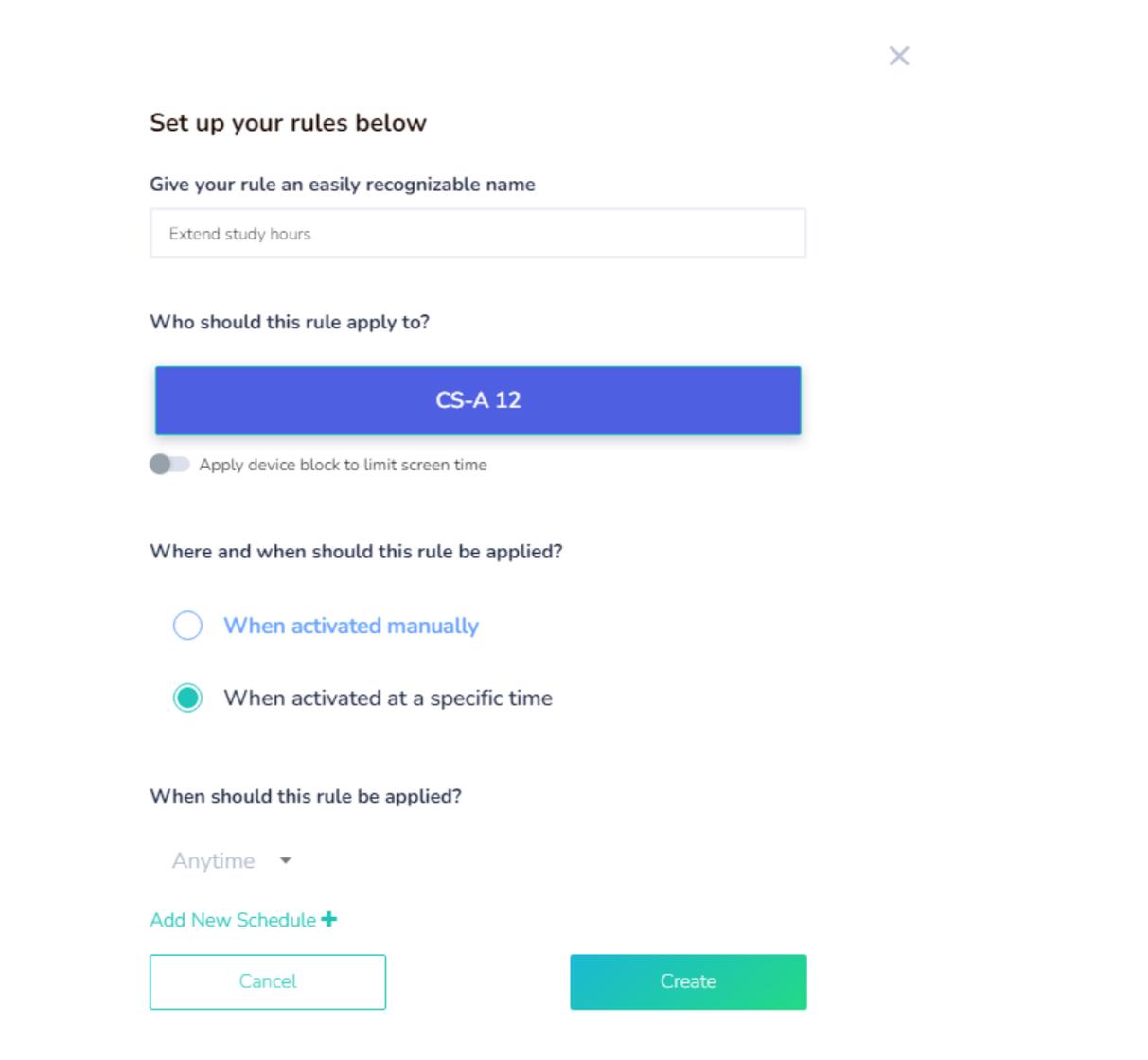
Dialogue box for creating a rule

5. Click on the arrow next to Anytime - this will bring up a dropdown menu showing the available schedule.
6. Click "**Create**" when done.

Step 2.1 Overwrite school sleep hours

If you would like to extend the device usage for your child past sleep hours timing, you will need to create a rule and schedule and apply to the device in order to overwrite the school default sleep hours.

You will need to set up a rule as shown below



Set up your rules below

Give your rule an easily recognizable name

Extend study hours

Who should this rule apply to?

CS-A 12

Apply device block to limit screen time

Where and when should this rule be applied?

When activated manually

When activated at a specific time

When should this rule be applied?

Anytime ▾

Add New Schedule +

Cancel Create

If the school sleep hours is from 23:00PM to 0:600AM. You would like to extend from 23:00 PM to 01:00AM in order for your child can complete his/her studies. You will need to create start time to be at least an hour earlier **for example 22:00PM** . It will overwrite the school default sleep hours and allow the child to use the device until 01:00AM, afterwhich it will follow the school sleep hours as intended

Add New Schedule

SCHEDULE NAME

extend study hours everyday

DURATION

Start Date

19/07/2022

End Date

01/11/2022

WEEKLY CONFIGURATION

Start Time

22:00 PM

End Time

01:00 AM

S M T W T F S +

Click **Create** once the schedule is applied for the rule to get activated

✕

Set up your rules below

Give your rule an easily recognizable name

Who should this rule apply to?

CS-A 12

Apply device block to limit screen time

Where and when should this rule be applied?

When activated manually

When activated at a specific time

When should this rule be applied?

extend study hours everyday ▾

Add New Schedule +

Cancel Create

Things to note

when setting your own sleep hours for your child/ward

1. This will override the sleep hours timing imposed by the school (if any).
2. If the sleep hours are set past the school's starting time, your child/ward's device will still switch to school hours.

Example:

Sleep hours timing set by you 10.00pm - 9.00am

School hours 8.00am - 3.00pm

Device will still **switch back to school hours at 8am.**

Step 2.2 Setting up web filter rule

If you would like restrict your child in accessing certain websites when they are using the device, you can create rules and schedules and apply to the device for a specific timing

You will need to set up a rule as shown below

×

Set up your rules below

Give your rule an easily recognizable name

Who should this rule apply to?

CS-A 12

Apply device block to limit screen time

Where and when should this rule be applied?

When activated manually

When activated at a specific time

When should this rule be applied?

block youtube

extend study hours everyday

restrict certain websites

Create

Once the **rule** is created, you can click on the pen highlighted in red shown below to access the rules setting

Rules

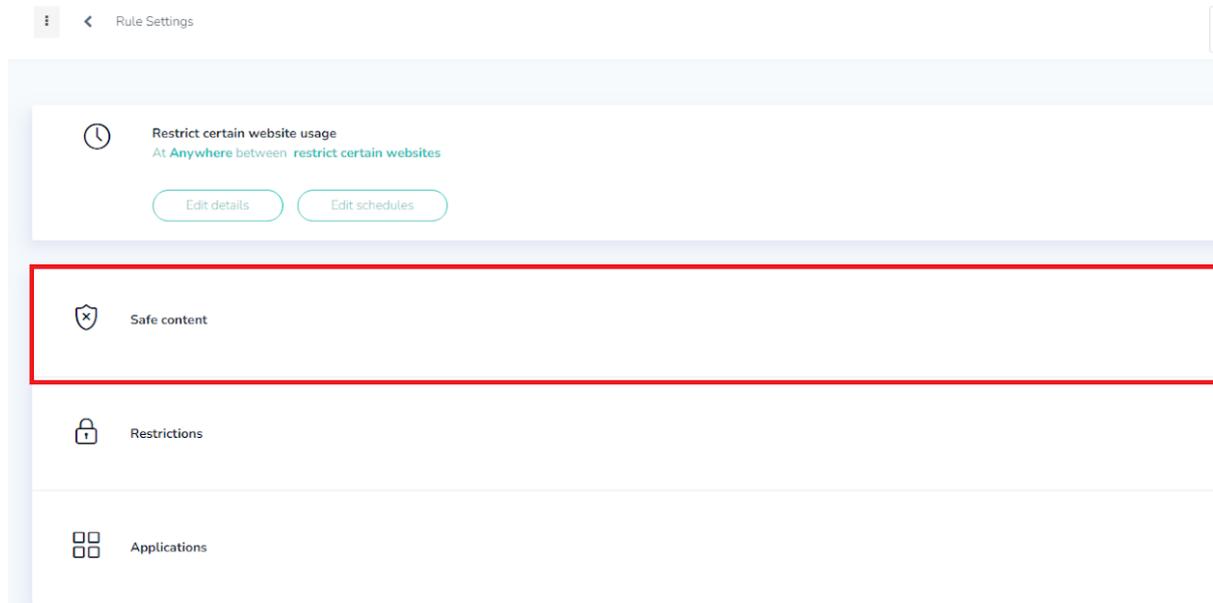
Restrict certain website usage
At place **Anywhere** during schedule **restrict certain websites**

Safe content

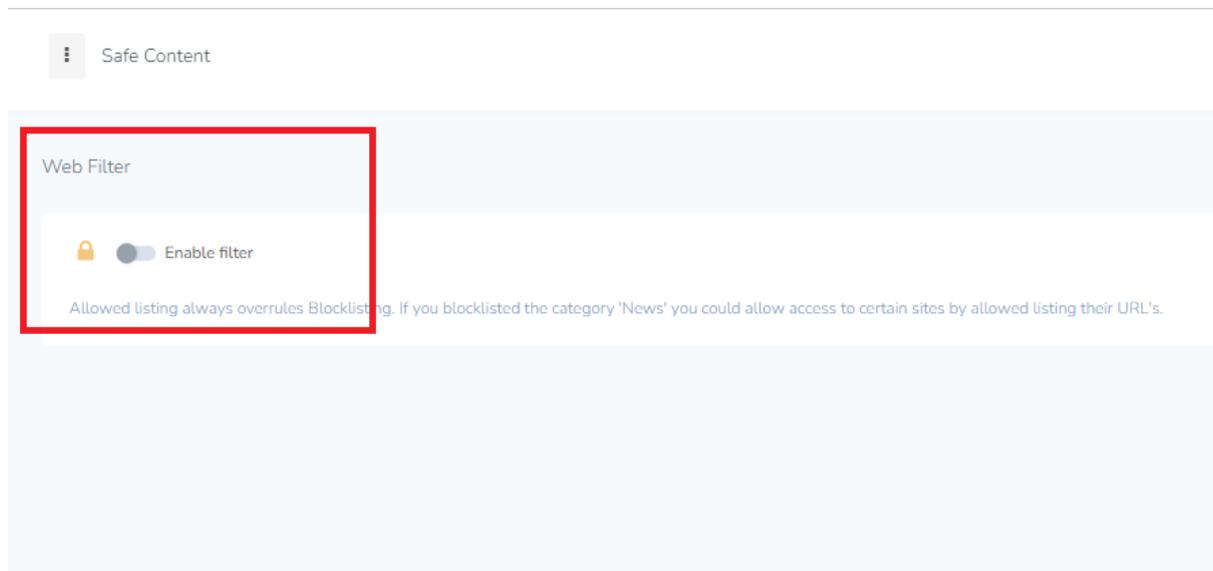
Restrictions

Applications

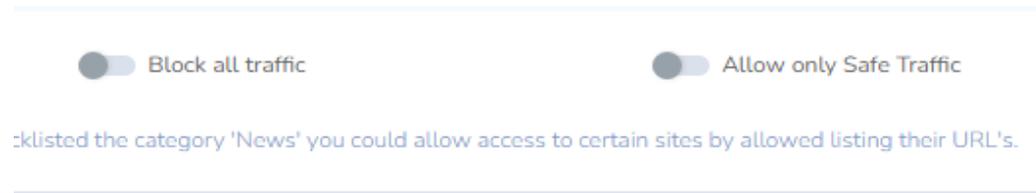
You can click on the **safe content** to access and add sites to the URL blacklist or allowed sites



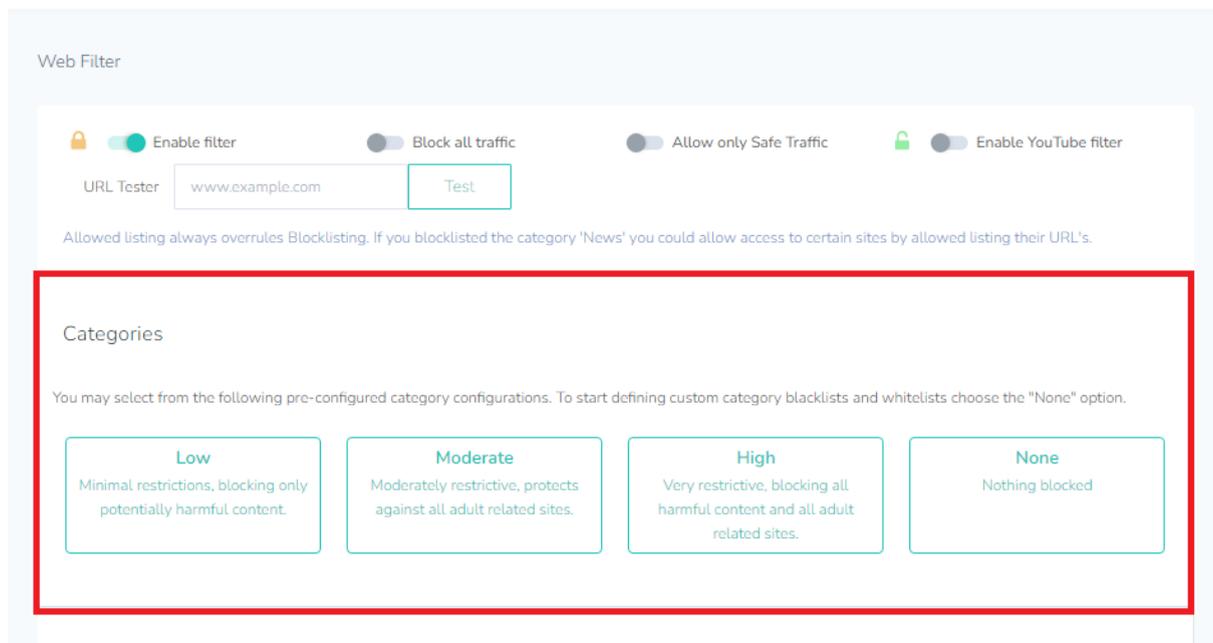
You can turn on the **Enable filter** to access other settings whereby you can blacklist certain sites that you do not wish your child to have access to.



You can turn on the **either block all traffic or allow only safe traffic** if you do not wish your child to have access any sites at all.



There are four **pre-configured categories** to choose from, most of the restricted sites that are already included within these pre-configured categories



If you had selected for example **High** as the pre-configured category. It will have **31 categories blacklist** shown for example : Gambling, adult image, web chat, games and many more. It will be sufficient enough that most of the sites the child will not be able to access at all.

Blocklist

A

Select a category to blacklist

Select category for blacklist

Add

Name

Health



Hate Speech

Gambling

Sex Education



Adult images

Extreme

File sharing



Web Chat



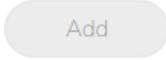
Adult and all sub-categories

If you came across any other sites and wish to add on to the block list so that the child will not be able to access these sites at all. You can add these sites under **URL blacklist**.

URL's

Blocklist

 Enter a URL to blacklist

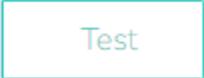
 Add

Name

 tinyzone.tv 

If you would like to find out whether the added sites are in the blacklist, you may use the **URL Tester** which can be found on the top right to do a check.

URL Tester

 Test

This URL is Blacklisted

If you would like to request a manual categorisation of this Domain, please [email us](#) the URL and the desired category.

If you came across any educational sites and wish to add on to the allowed list so that the child is able to access these educational sites You can add these sites under **Allowed list**.

Allowed list

 Enter a URL to allowed list

www.example.com

Add

Name

 https://www.nationalgeographic.com



If you would like to find out whether the added sites are in the allowed list, you may use the **URL Tester** which can be found on the top right to do a check.

URL Tester

https://www.nationalgeographic.com/

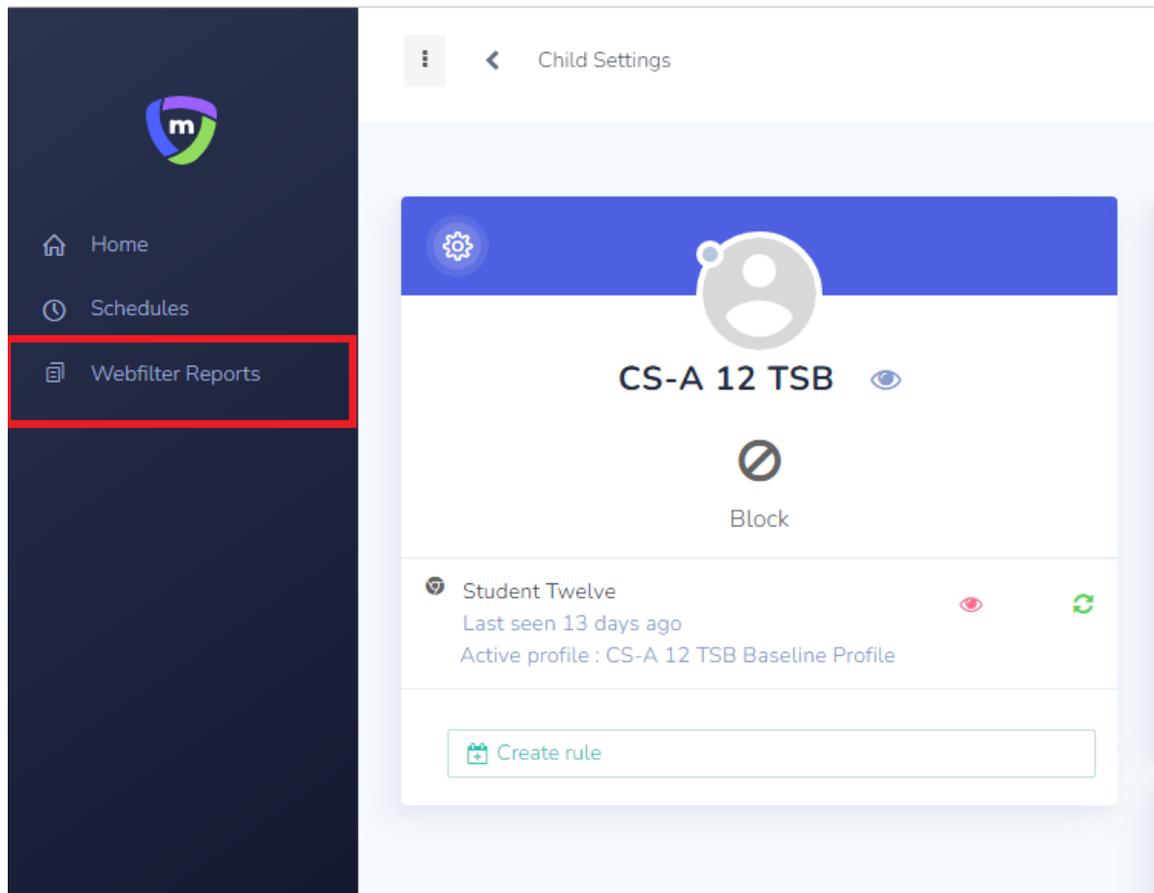
Test

This URL is Whitelisted

If you would like to request a manual categorisation of this Domain, [please email us](#) the URL and the desired category.

Viewing Reports

You may click the **Webfilter reports** located at the left side of the dashboard highlighted in red. This will allow you to view your child the browsing history in details for example past 24hours, past week or last month



You can select the date range to view your child's browsing history using the filter

Saved filters Add new
 No filters have been saved yet

Advanced filter Reset
 Filter name...

Last Accessed ^
 Last 24 hours
 Last 3 days
 Last week
 Last month
 Last 3 months
 Custom Range

Devices v
 Status v
 Type v

Save Save As Apply

Profile	Child	Device	Enrollment Type
69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB	Student Twelve (BCG803373V)	Unenrolled
69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB	Student Twelve (BCG803373V)	Unenrolled
69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB	Student Twelve (BCG803373V)	Unenrolled

Engines

This will allow you to view your child the browsing history in details such as the date & time and the websites that your child has visited

• Browser activity for Parent Dashboard

Last Accessed	Activity	Profile	Child
19/07/2022, 15:33	https://www.google.com/search?gs_ssp=eJzj4tTP1T...	69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB
19/07/2022, 15:33	https://www.channelnewsasia.com/	69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB
19/07/2022, 15:33	https://www.google.com/search?q=channelnewsasia&...	69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB
19/07/2022, 15:32	https://tinder.com/	69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB
19/07/2022, 15:32	https://www.google.com/search?q=tinder&rlz=1CAO...	69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB
19/07/2022, 15:32	https://www.youtube.com/	69315: CS-A 12 TSB Baseline Profile	CS-A 12 TSB

Important Note

Parents will **only be able** to view the child browsing history during **after school hours timing**. Parents **will not** be able to view browsing history during **school hours timing**.

Updated 22 February 2023