Microsoft® Windows® Parental Controls

BT

Windows

Microsoft Windows® 7

Around 90% of computers use Windows operating systems – and both Windows 7 and Windows 8 offer built in parental controls that can help you manage where your children go online, what they can do, and how long they can stay online.

Microsoft Windows® 8 and 8.1

Family Safety is an integrated part of Windows 8. There are more steps to follow for Windows 8 as you can set more controls than on Windows 7.

Follow these simple steps to set up parental controls on Windows 7.

① Turn on Parental Controls

First, make sure that your child has a standard user account (not an administrator account).

Open Parental Controls by clicking the **Start** button, click **Control Panel**, and then, under **User Accounts and Family Safety**, click **Set up Parental Controls for any user**.
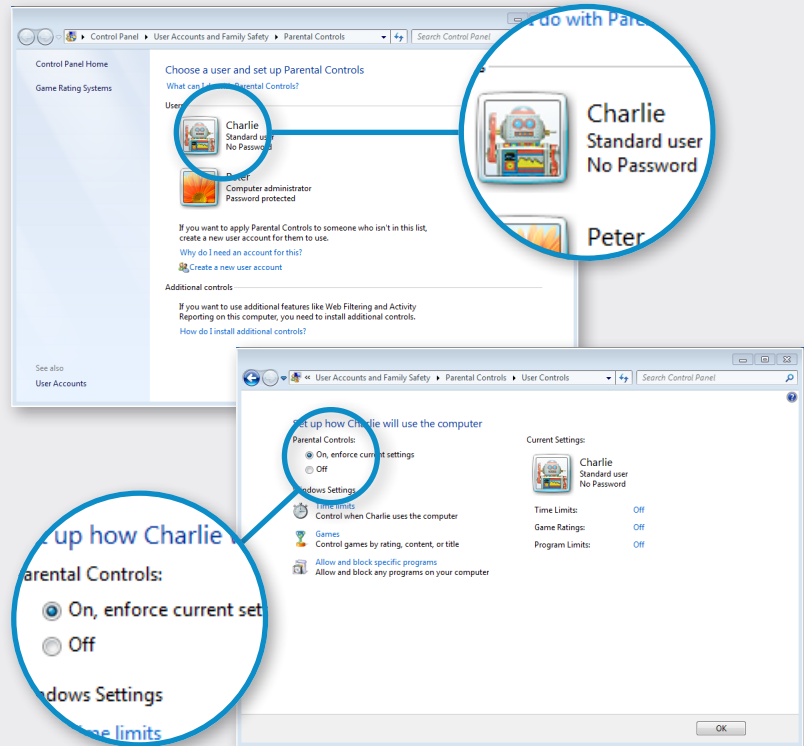
If asked, enter the administrator password or provide confirmation.

Click the user account that you want to set ❯ Parental Controls for. If you haven't set one up yet, click **Create a new user account**.

Under **Parental Controls**, click **On, enforce** ❯ **current settings**.

❓ Did you know?

If Windows® Live Family Safety is installed on your computer, you will see a sign-in page and you do not need to follow the other steps.
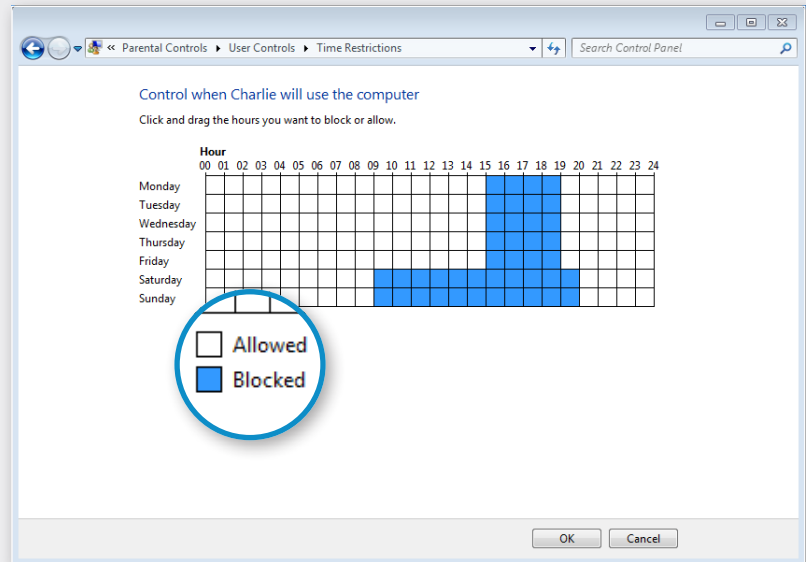
2 Set time limits

On the Parental Controls screen, click **Time limits**.

In the grid, click and drag the hours you want to block or allow.

Click **OK**.

3 Choose which games children can play

On the Parental Controls screen, click **Games,** then choose one (or a combination of) the following four options:

To block ALL games
Under **Can [person's name] play games?**, click **No.**

To block games by age ratings
Under **Can [person's name] play games?**, click **Yes.**

Under **Block (or allow) games by rating and content types**, click **Set game ratings**. Under **Which ratings are OK for [person's name] to play?**, click a ratings level.

To block games by content
Under **Can [person's name] play games?**, click **Yes.**

Under **Block (or allow) games by rating and content types,** click **Set game ratings**.
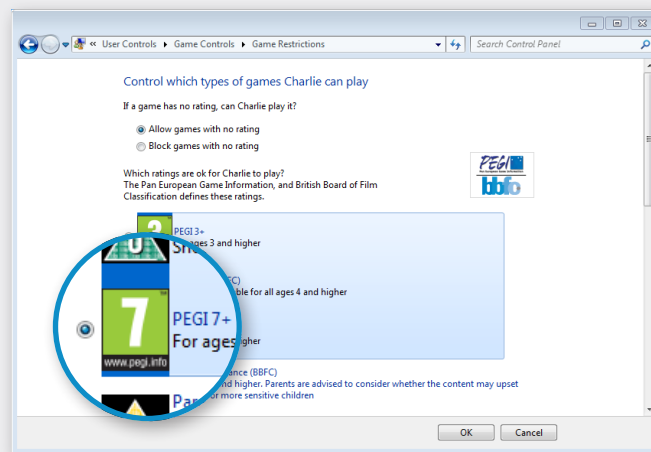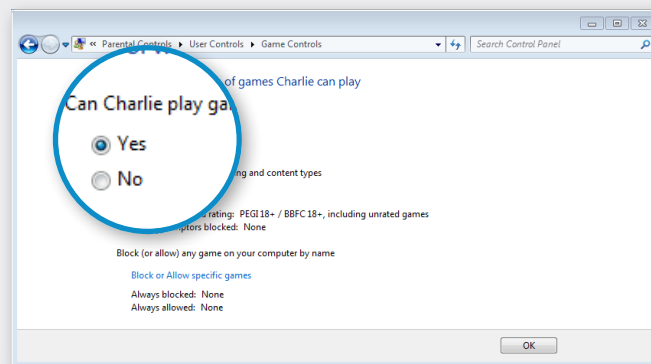
Under **Block these types of content**, select the content types that you want to block. Then click **OK.**

To block specific games
Under **Can [person's name] play games?**, click **Yes.**

Under **Block (or allow) any game on your computer by name**, click **Block or Allow specific games**.

In the alphabetical list of games, find the game you want to block and then select **Always block.** Then click **OK.**
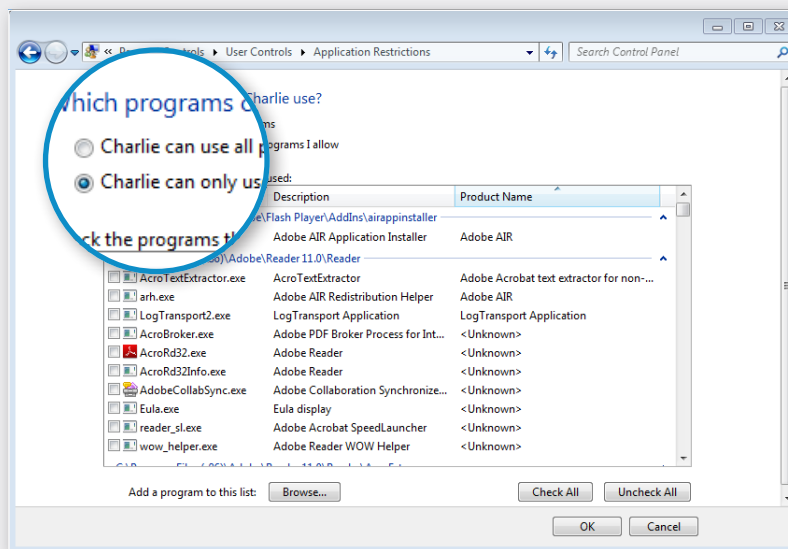
4 **Allow or block specific programs**

On the Parental Controls screen, click **Allow or block specific programs**.

Click **[Person's name] can only use the programs I allow**. Select the programs that you want to allow.

If the program you want doesn't appear in the list, click **Browse to locate the program**.

Click **OK**.

Follow these simple steps to set up parental controls on Windows 8.

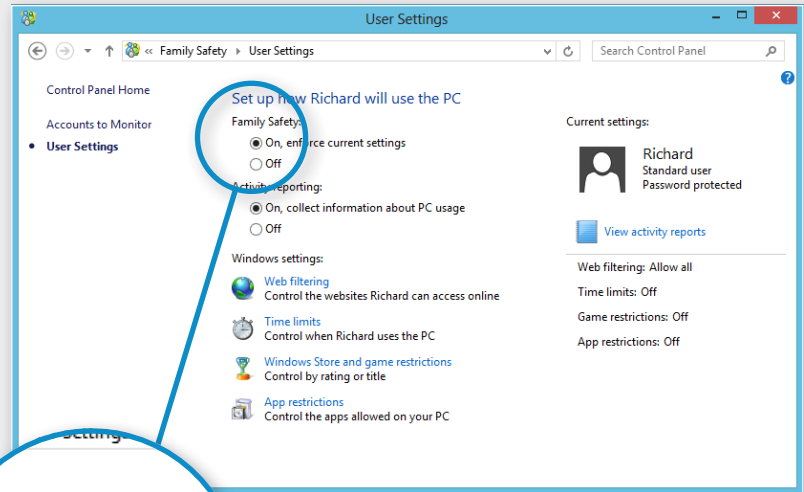**1** Turn on Family Safety for an existing child's account

Display the Charms bar by swiping in from the right edge of the screen (or if you're using a mouse, pointing to the upper right or lower left corner of the start screen).

Tap or click **Search**, and enter 'family' in the search box. Then below the search box, tap or click **Settings.**

Tap or click **Set up Family Safety for any user**, on the left of the screen. You might be asked for an admin password or to confirm your choice.

Choose the person for whom you want to set up Family Safety. If they don't have a user account yet, see the following page.

Under **Family Safety,** tap or click **On, enforce current settings**.

? **Did you know?**

Your child's settings will go wherever they go, whatever PC they use, as long as they sign in with a Microsoft account.

2 You can also create a new Windows user account (with or without an email address) for a child.

Sign in to your PC with an administrator account.

Tap or click **Change PC settings** from the **Settings** charm (press ⊞+I).

Tap or click **Users**.

Under **Other users**, tap or click **Add a user**.

Do one of the following:

- If your child already has an email address, enter it, and then tap or click **Next**.
- If you want to create a new email address for your child, tap or click **Sign up for a new email address** and follow the instructions.
- If you want your child to sign in to this PC only, tap or click **Sign in without a Microsoft account**. Tap or click **Local account**, and follow the instructions.

Select the **Is this a child's account? Turn on Family Safety to get reports of their PC use** check box, and then tap or click **Finish**.
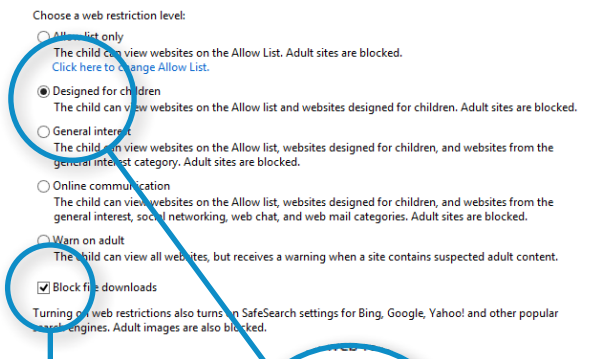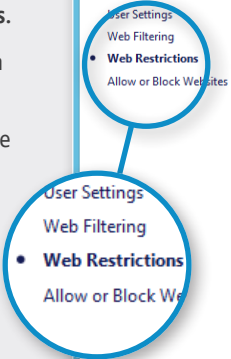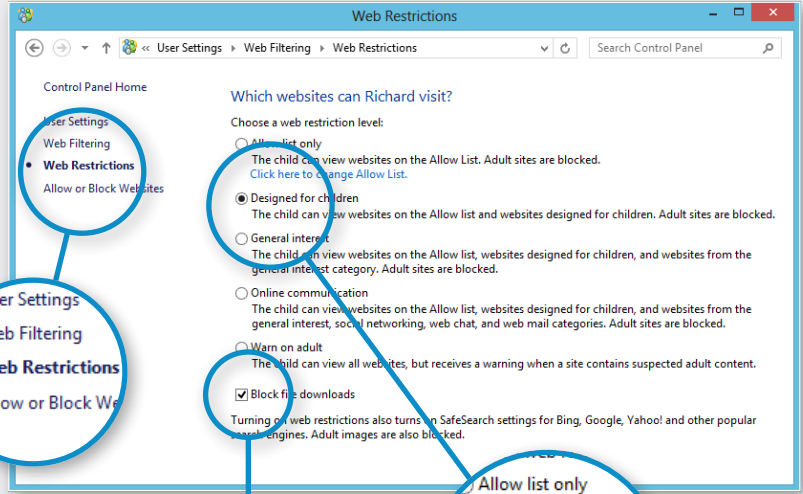
3 Web Filtering, blocking by category

In **User Settings**, tap or click **Web Restrictions**.

Choose a restriction level to determine which categories of websites your child can visit.

At the bottom of the list, you can also tick the **Block file downloads** check box to prevent your child downloading apps, games and other files from the web.

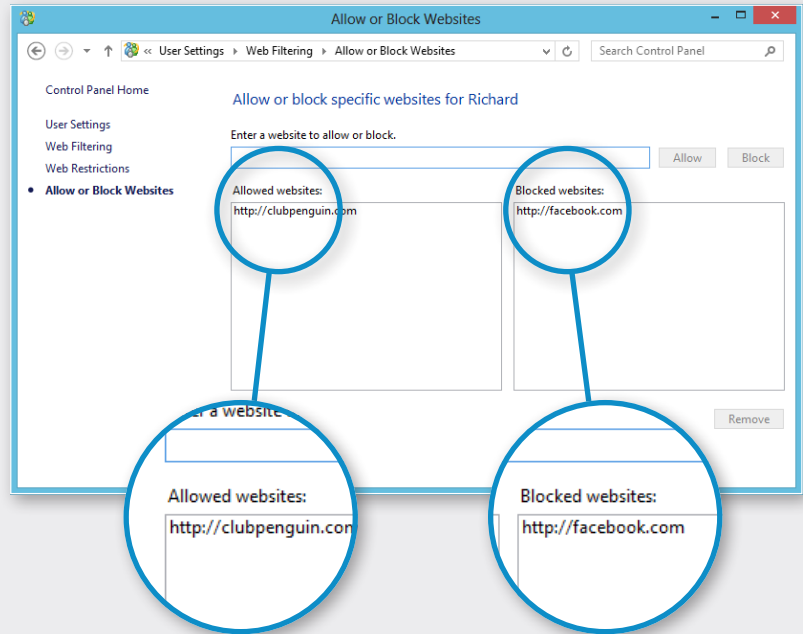Tap or click on **User Settings** and your changes will be saved.

User Settings
Web Filtering
• **Web Restrictions**
Allow or Block We

Which websites can Richard visit?

Choose a web restriction level:

○ Allow list only
The child can view websites on the Allow List. Adult sites are blocked.
Click here to change Allow List.

● Designed for children
The child can view websites on the Allow list and websites designed for children. Adult sites are blocked.

○ General interest
The child can view websites on the Allow list, websites designed for children, and websites from the general interest category. Adult sites are blocked.

○ Online communication
The child can view websites on the Allow list, websites designed for children, and websites from the general interest, social networking, web chat, and web mail categories. Adult sites are blocked.

○ Warn on adult
The child can view all websites, but receives a warning when a site contains suspected adult content.

☑ Block file downloads

Turning on web restrictions also turns on SafeSearch settings for Bing, Google, Yahoo! and other popular search engines. Adult images are also blocked.

○ Allow list only
The child can view we
Click here to change A

● Designed for children
The child can view web

○ General interest
The child can view
eneral interest

○ Warn on adult
The child can view a

☑ Block file downloads

Turning on web restrictio
search engines. Adult im

4 Web Filtering, blocking specific websites

In **User Settings**, tap or click **Allow or Block Websites**.

Enter a specific web address, and then tap or click **Allow** or **Block** as appropriate. You can add multiple web addresses on this page, one at a time.
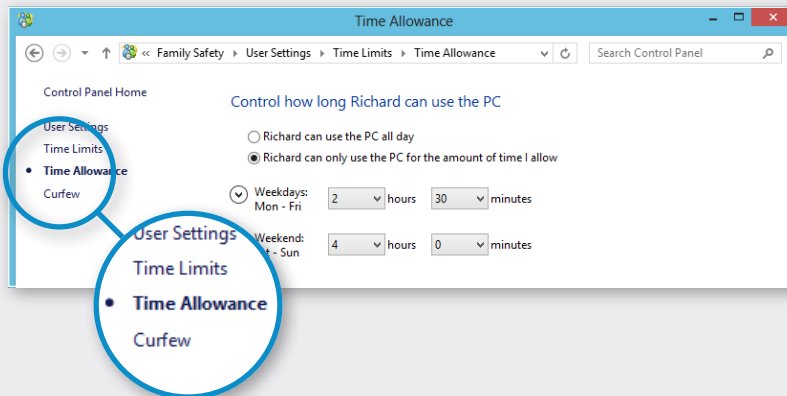
Tap or click on **User Settings** and your changes will be saved.

Allow or Block Websites

← → ↑ ≪ User Settings ▸ Web Filtering ▸ Allow or Block Websites   Search Control Panel

Control Panel Home

User Settings
Web Filtering
Web Restrictions
• **Allow or Block Websites**

Allow or block specific websites for Richard

Enter a website to allow or block.

Allow   Block

Allowed websites:
http://clubpenguin.com

Blocked websites:
http://facebook.com

Remove

Allowed websites:
http://clubpenguin.com

Blocked websites:
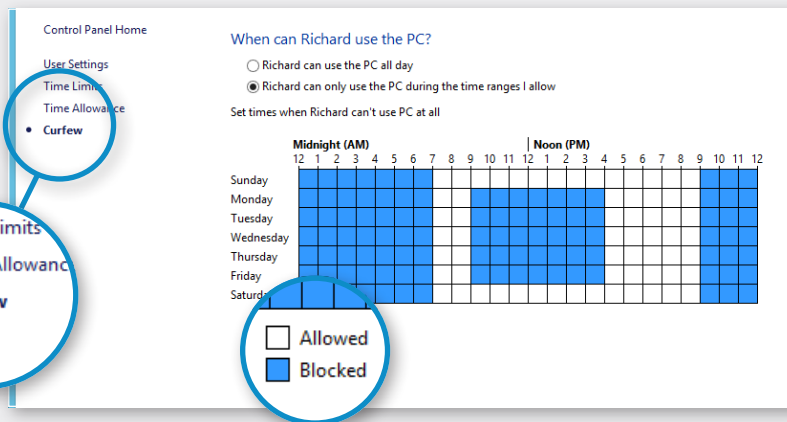http://facebook.com

5 Set time limits

Under **User Settings,** tap or click **Time limits,** and then do one of the following:

- Tap or click **Time Allowance**, and click **[Person's name] can only use the PC for the amount of time I allow**. Now choose the number of hours and minutes that the child can use the computer on weekdays and weekends.

- Tap or click **Curfew** in the left-hand menu and click **[Person's name] can only use the PC during the time ranges that I allow**. Then drag to select blocks of time for each day when the child isn't allowed to use the computer at all.

Tap or click on **User Settings** and your changes will be saved.

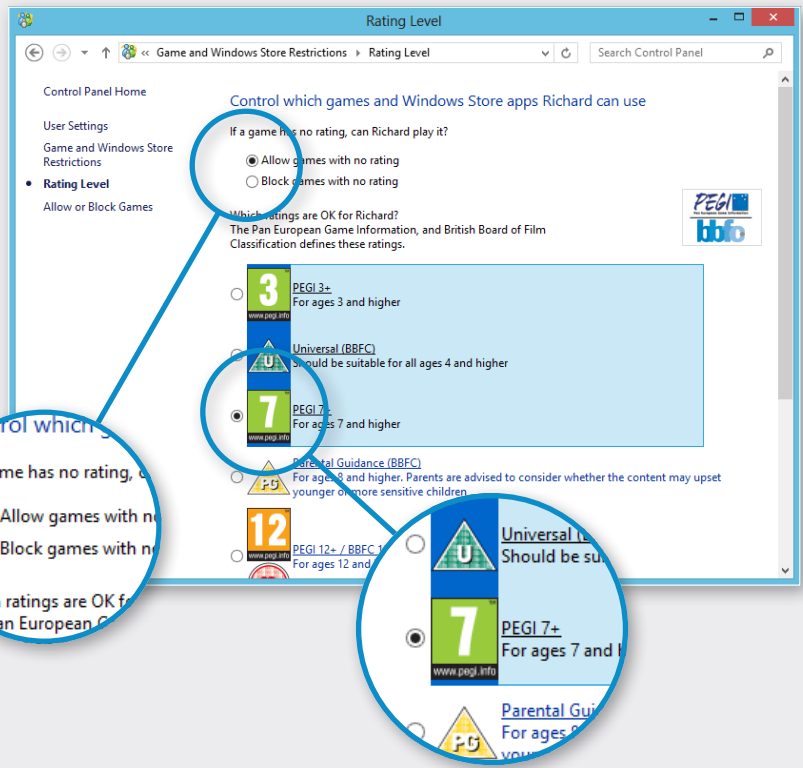## 6 Set limits on games and Windows Store apps

In **User Settings,** tap or click **Windows Store and game restrictions**.

Select the second option **[Person's name] can only use games and Windows Store apps that I allow,** then tap or click **Set game and Windows Store ratings**.

Choose an appropriate game rating level. The Windows Store bases its download restrictions on a child's game restrictions in Family Safety.

Now tap or click **Allow or Block Games**. Any installed games will be displayed and you can adjust whether or not the user can play them.

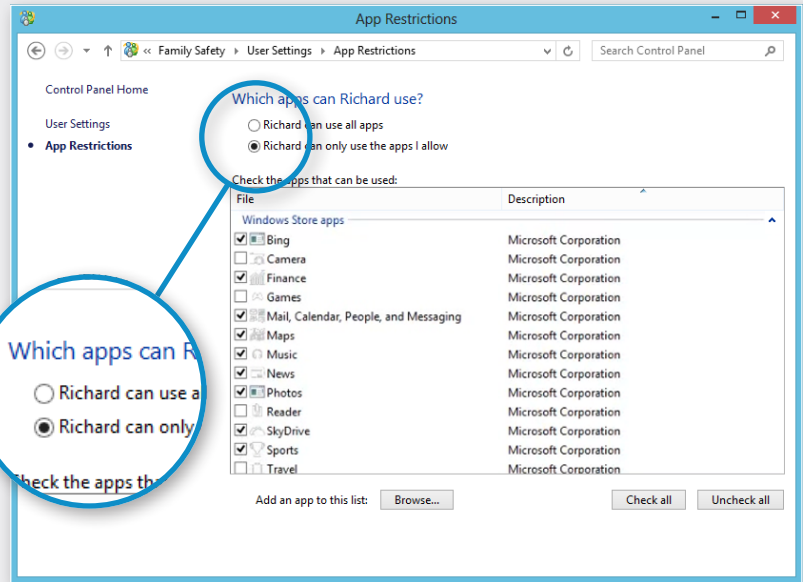Tap or click on **User Settings** and your changes will be saved.

7 Allow or block specific apps

In **User Settings,** tap or click **App restrictions**.

Select the second option **[Person's name] can only use the apps I allow.**

Any installed apps will be displayed. Tick the apps that you want to allow the user to use.

Tap or click on **User Settings** and your changes will be saved.

Follow these simple steps to set up parental controls on Windows 8.1.

1 Turn on Family Safety for an existing child's account

Display the Charms bar by swiping in from the right edge of the screen (or if you're using a mouse, pointing to the upper right or lower left corner of the start screen).

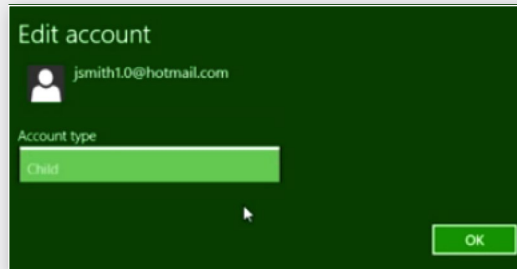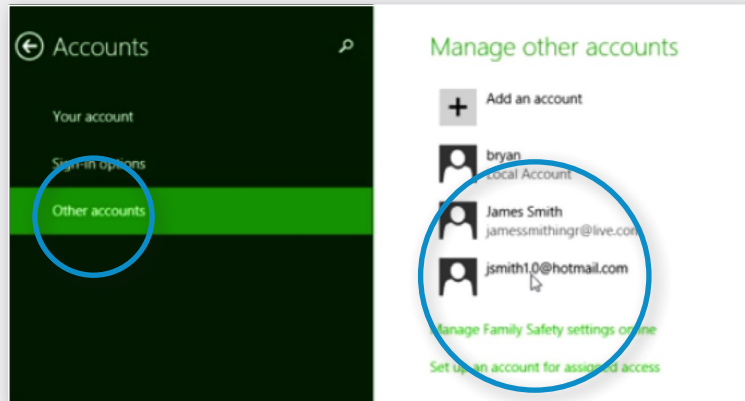Tap or click **Settings**, then **Change PC settings**.

Tap or click **Accounts**, then tap or click **Other accounts**. ❯

Select the account you want to monitor with Family Safety, then tap or click **Edit**.

In the **Account type** list, select **Child**, then tap or click **OK**. ❯

> **? Tip**
> Is your child too young to remember a typed password? You might want to set up a picture password for them, so they can sign in using a favourite photo instead.

2 Create a new child's account

When you create a new account for your child – with or without an email address – Family Safety monitoring is turned on automatically. You'll start receiving reports about when and how your child uses the PC, and you can set or change additional limits at any time.

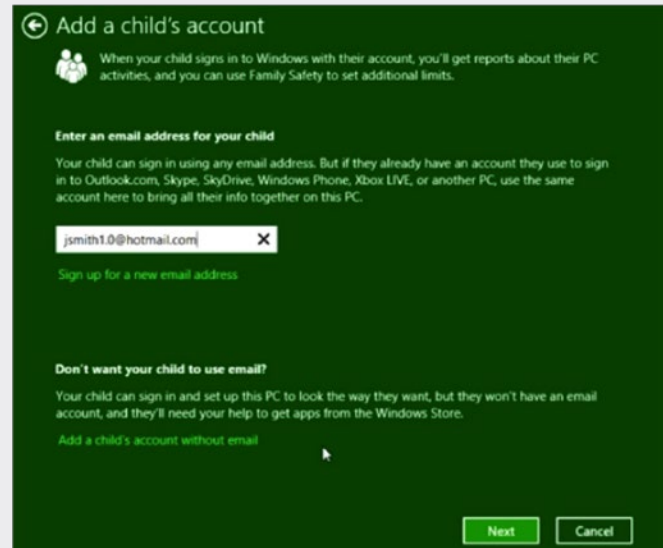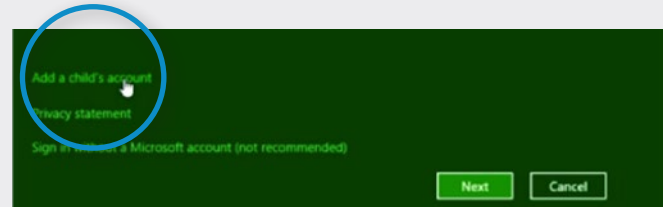Sign in to your PC with an administrator account.

Swipe in from the right edge of the screen, tap **Settings**, then tap **Change PC settings**. (If you're using a mouse, point to the bottom-right corner of the screen, move the mouse pointer up, click **Settings**, then click **Change PC settings**.)

Tap or click **Accounts**, tap or click **Other accounts**, then tap or click **Add an account**.

Tap or click the **Add a child's account** link.

Do one of the following:

- If your child already has an email address, enter it, tap or click **Next**, then follow the instructions.
- If you want to get a new email address for your child, tap or click **Sign up for a new email address** and follow the instructions.
- If you want your child to sign in to this PC only, tap or click **Add a child's account without email**, and follow the instructions.
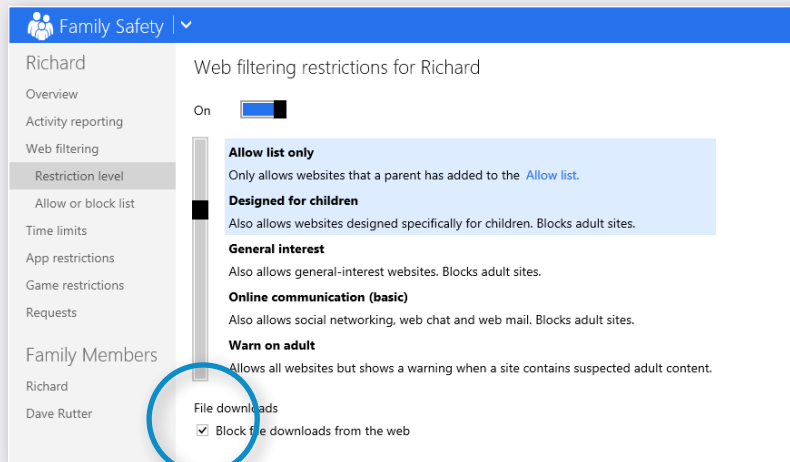
3 Web Filtering, blocking by category

Tap or click **Web filtering**, then tap or click **Restriction level**.

Make sure that web filtering is turned **On**, then use the slider to choose which categories of websites your child can visit.

You can also limit what your child is able to download from the Internet, so that he or she doesn't download a virus or other software you don't want.

At bottom of Restriction level page, under File downloads, tick the **Block file downloads from the web** check box to prevent your child from downloading apps, games and other files from the Internet. (To allow your child to download files, just untick the check box.)
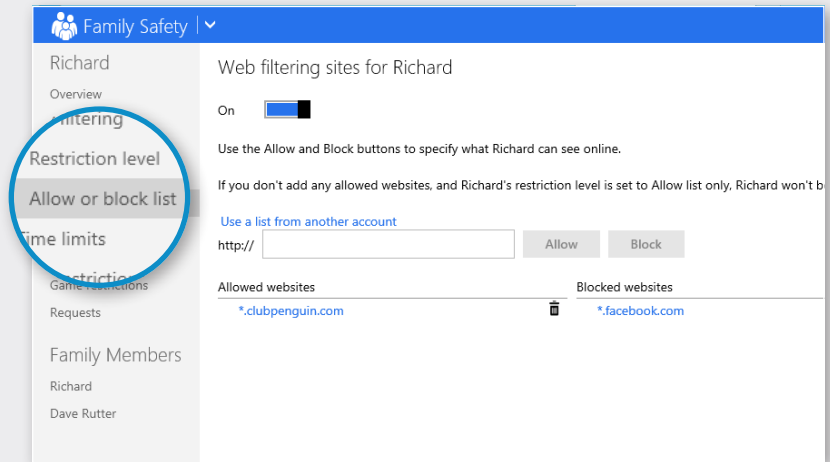
👪 Family Safety | ⌄

Richard
Overview
Activity reporting
Web filtering
　Restriction level
　Allow or block list
Time limits
App restrictions
Game restrictions
Requests

Family Members
Richard
Dave Rutter

Web filtering restrictions for Richard

On ▮▮▮

Allow list only
Only allows websites that a parent has added to the Allow list.

Designed for children
Also allows websites designed specifically for children. Blocks adult sites.

General interest
Also allows general-interest websites. Blocks adult sites.

Online communication (basic)
Also allows social networking, web chat and web mail. Blocks adult sites.

Warn on adult
Allows all websites but shows a warning when a site contains suspected adult content.

File downloads
☑ Block file downloads from the web

Allows a

File downloads
☑ Block file down

4 Web Filtering, blocking specific websites

Tap or click **Web filtering,** then tap or click **Allow or Block list**.

Make sure that web filtering is turned **On,** enter a specific web address, then tap or click **Allow** or **Block** as appropriate.

You can add multiple web addresses on this page, one at a time. You can also choose to apply the same permissions for a website to multiple family members.

Family Safety

Richard
Overview
Filtering
Restriction level
Allow or block list
Time limits
Game Restrictions
Requests

Family Members
Richard
Dave Rutter

Web filtering sites for Richard

On

Use the Allow and Block buttons to specify what Richard can see online.

If you don't add any allowed websites, and Richard's restriction level is set to Allow list only, Richard won't b

Use a list from another account

http:// [   ]   Allow   Block

Allowed websites   Blocked websites

*.clubpenguin.com   *.facebook.com

5 Set time limits

Tap or click **Time limits,** then do one of the following:

- Tap or click the **Allowance** tab, make sure that time allowance is turned **On,** then choose the number of hours and minutes that the child can use the PC on weekdays and weekends.

- Tap or click the **Curfew** tab, make sure that curfew hours are turned **On,** then select blocks of time for each day when the child isn't allowed to use the PC at all.

6 Set restrictions on games and apps

Similar to setting website restrictions, you can set an age-and-content-based rating level for all games and for those apps they can see in or download from the Windows Store, or you can allow or block specific, individual titles.

To use Windows Store and game rating levels
Tap or click **Game restrictions**, then tap or click **Rating**. Make sure that restrictions are turned **On,** then use the slider to choose a rating level.
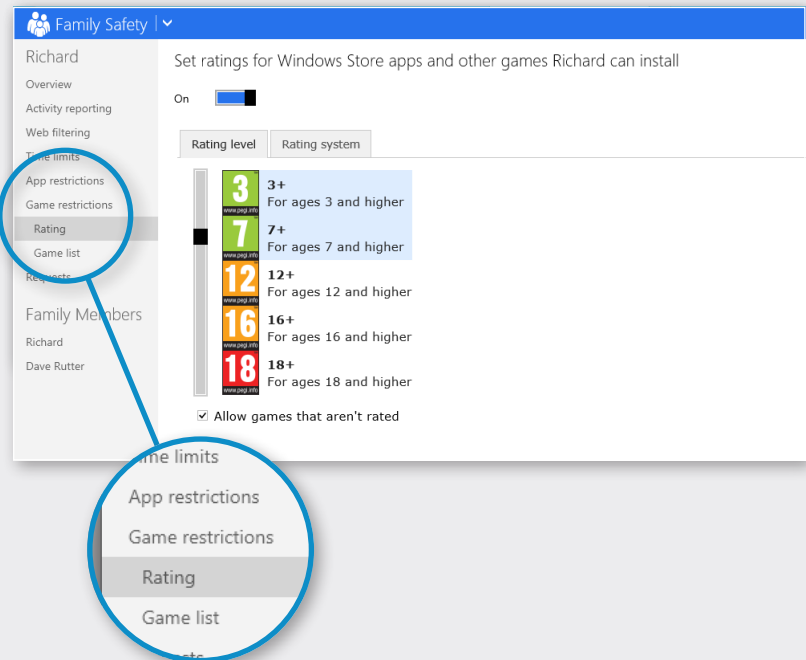
To allow or block specific games
Tap or click **Game restrictions**, then tap or click **Game list**. Make sure that game restrictions are turned on.

Select options for specific games as appropriate.

To set other app restrictions
Tap or click **App restrictions**.

Make sure that app restrictions are turned on, then choose the available apps you want to allow or block as appropriate.

Don't forget!

⚙ There are other settings on Windows 8 and 8.1 that allow you to manage what your child does online – explore Family Safety to find out more.

🔑 If your child knows your password they can change any settings you have put in place.

🔒 Your child's interests will change over time so keep updating your settings.

🖥 If you have Windows 7 on one of the computers in your home and Windows 8 or 8.1 on another, you need to set parental controls on both.

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For more information
visit **bt.com/safety**