



DMA Guide for Parents/Guardians:

Option A

(For Windows 11 PLDs)

Version 1.2

Document Authorisation

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Revision History

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02/2/2024	MOE	1.0	New release
17/6/2025	AsiaPac	1.1	Updated Parent Dashboard screenshots
18/12/2025	MOE	1.2	Standardised Chapter 1 and updated sleep hours

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Chapter 1: Introduction

In today's digital age, personal learning devices (PLDs) have become an integral part of education. While these devices offer immense opportunities for learning and growth, it is crucial to ensure they are used safely and responsibly. This is where our Device Management Application (DMA) comes in.

Option A of our DMA is designed to provide a balanced approach, combining school oversight with parental involvement. It features:

1. Adherence to school-set rules during school hours (which are defined by the school), ensuring your child's/ward's focus on learning.
2. Parent Admin Password and parent portal that allow you some controls after school hours, empowering you to guide your child's/ward's device use.
3. Implementation of sleep hours, supporting your child's/ward's health and well-being by encouraging proper rest.

This guide will walk you through the features of Option A, to help you understand how it works to create a safe, productive digital environment for your child/ward both in and out of school, while giving you tools to participate actively in managing their device use after school hours.

By choosing this option, you are taking an important step in collaborating with the school to guide your child/ward in their digital journey, fostering good habits, and supporting their learning.

Unit 1-1 – After-School DMA Parent Options – Option A

This guide is for parents/guardians who have selected Option A for your child's/ward's PLD.

This option is for parents/guardians who prefer to take charge of the level of restrictions for your child's/ward's use of the PLD after school hours regulated by the DMA.

Parents who have selected Option A 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)
Option A			
School hours usage	✓	✗	✗
After school hours usage	✓	✓	✓

Table 1

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

	Option A
Web Browsing History*	✓
Additional Web Content Filtering	✓
Additional Installation of Applications	✓ Parent Admin Password required for selected apps
Sleep hours shut down	✓@

Table 2

*Browsing history monitoring and web content filtering are in place through the use of Google Chrome Browser only.

@ Parents may request to change sleep hours through the School DMA Admin.

Table 3 provides summary of the Parent account usage:

	Parent's Admin Password for Option A	Blocksi
Purpose	Administrative tasks at student's PLD: <ul style="list-style-type: none"> Install applications Install device drivers (e.g. home printers) 	<ul style="list-style-type: none"> Monitor Web activity Modify web filtering settings
Login ID	.\\parent	Parent's email provided to school
Password	Provided by school	Self-registered in Blocksi platform after received Blocksi invite email. https://parent.blocksi.net

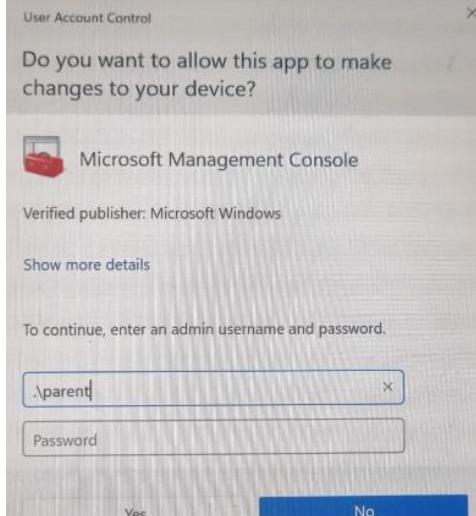
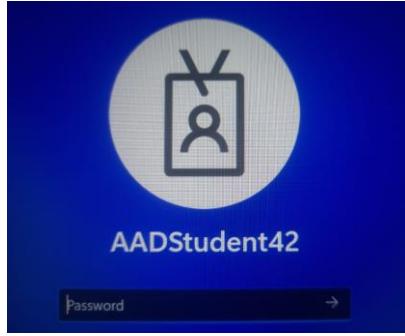
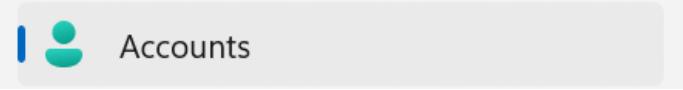
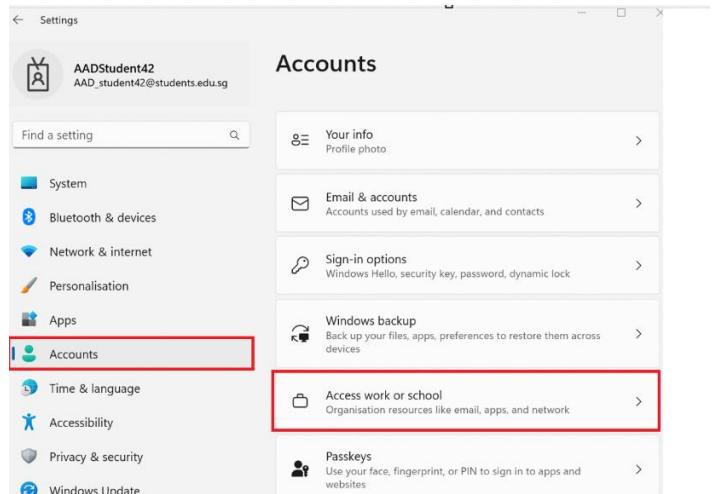
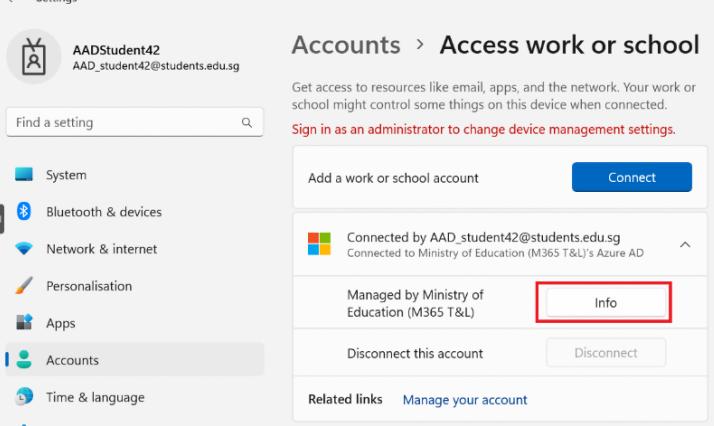
Account Available	Non School hours	Anytime
Information resource	DMA parent guide for option A: Unit 1-4 Parent admin password guideline (Page 8)	Sent email by Blocksi Subject: Sign up to Parent Dashboard Or Subject: Blocksi Parent Dashboard access granted Parent who has yet received this email, you may want to check the SPAM folder for this email as well.
Use	During the process of installation at student PLD, a User Access Control (UAC) window will prompt out. To install an app or driver, input the following: Userid: \parent Password: provided by school 	Please refer to the following user guides for instructions: <ul style="list-style-type: none">• DMA Parent guide for Option A (page 9 – 12)
Forgot Password	Please contact School DMA Admin for assistance	Self-retrieved password at Blocksi platform
Recommended Blocksi Usage Requirement		Use Blocksi on Chrome browser for the best experience <i>(iOS app or Android app is not recommended for DMA Parents)</i>

Table 3

Unit 1-2 – Manual sync to DMA platform

Follow steps below to ensure student's PLD get the latest policies and settings from DMA.

Step 1: Login student's iCON account	
Step 2: Open Settings , and then select Accounts	
Step 3: Select Access work or school , and then click Info under student Icon account.	 

Step 4:

Scroll down and click “Sync” button. Wait for the sync to complete. It may be necessary to repeat this step several times. Then restart the device.

Device sync status

Syncing keeps security policies, network profiles and managed applications up to date.

Last Attempted Sync:

The sync was successful

29/1/2024 1:07:16 pm

Sync

Unit 1-3 – 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.

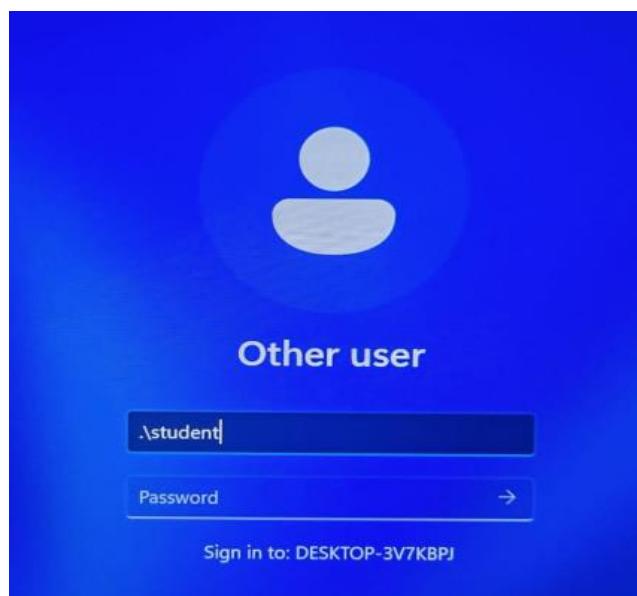
Step 1:

[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.

To change .\\student account password

Step 1: Press CTRL+ALT+DEL

Step 2: Click Change a Password

Step 3: Key in Current Password

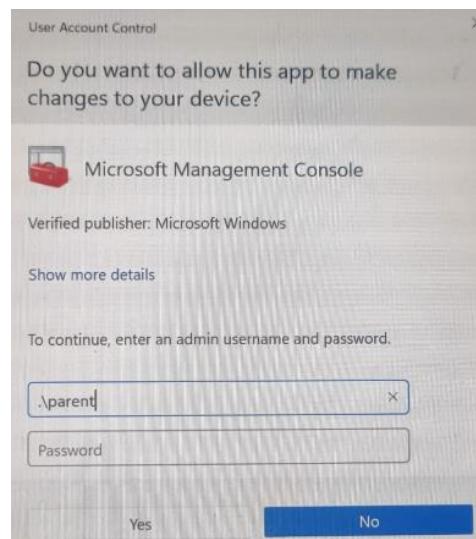
Step 4: Key in New Password

Step 5: Click arrow to submit

Unit 1-4 – 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 Access Control (UAC) windows prompt out (refer Pic1), please login as **.\\parent**
- Key in password provided by school.
- Do keep your password in a safe place after password change.
- If you have forgotten your password, please contact the School DMA Admin for assistance.
- You are strongly 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).
 - de-enroll the PLD from Intune for Education.

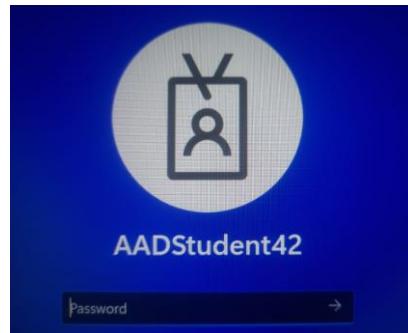


Pic 1

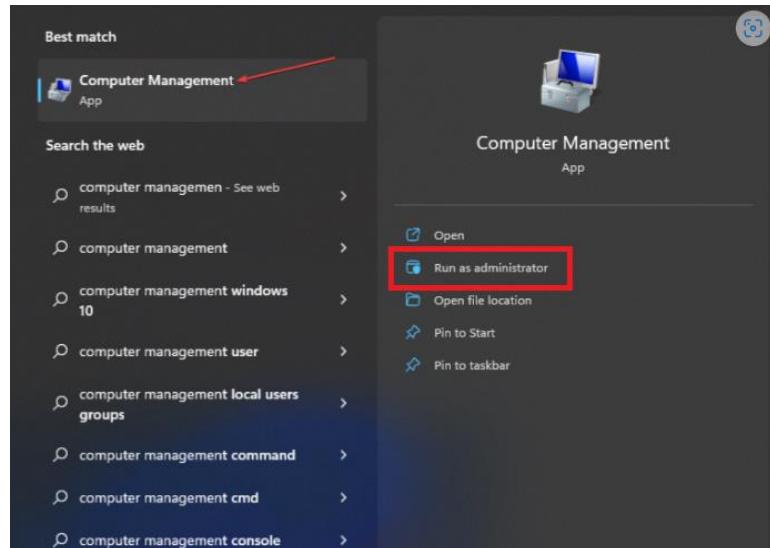
Unit 1-5 – Reset Parent UAC Password

Parents are able to reset the Parent UAC Password from the default password provided.

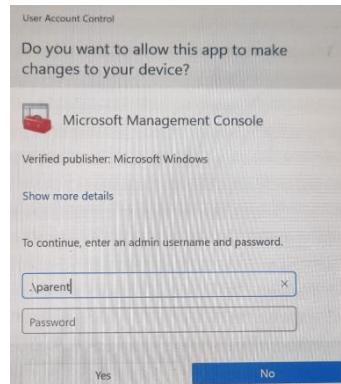
- Step 1:
Login to Student iCon Account.



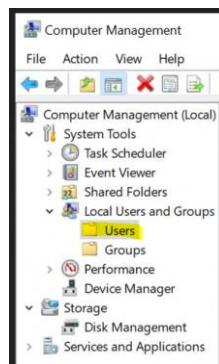
- Step 2:
Go to Computer
Management > Run as
Administrator.



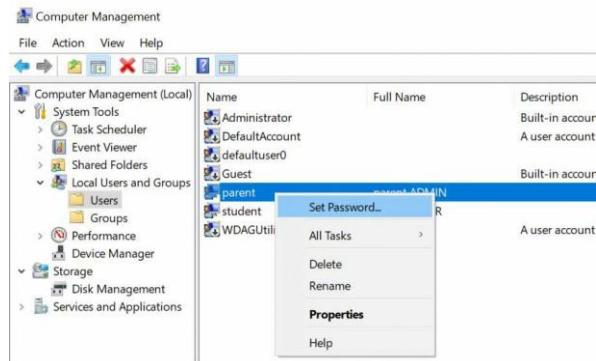
- Step 3:
A User Access Control (UAC)
window will prompt out, enter
the default Parent account
password provided by the
school.



Step 4:
Go to Local Users and Groups >
Users.



Step 5:
Right-click on Parent account >
Set Password.



Step 6:
Click Proceed.



Step 7:
Set New Password.

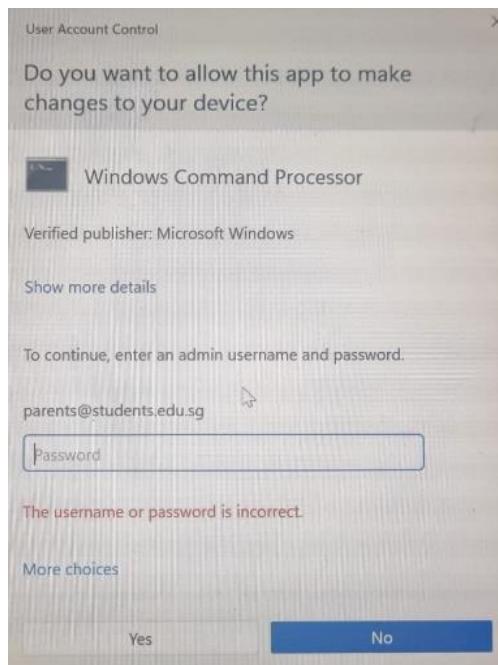


Step 8:
Click OK, and your new Parent
password is set.



NOTE: If the parent forgets their new password, the parent should approach the School DMA Admin

When entering parent credentials in the User Access Control (UAC) after 2 incorrect tries, the username will automatically default to parent@students.edu.sg which is incorrect.



To resolve this, close the UAC box (see above) and run the application as admin – a new UAC box should popup with .\parent or ADMIN as the username in the UAC.

Tip: To ensure the correct password is entered click on the “eye” icon at the right-hand end of the password field to view the password as it is being typed.

Chapter 2: Getting Started

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

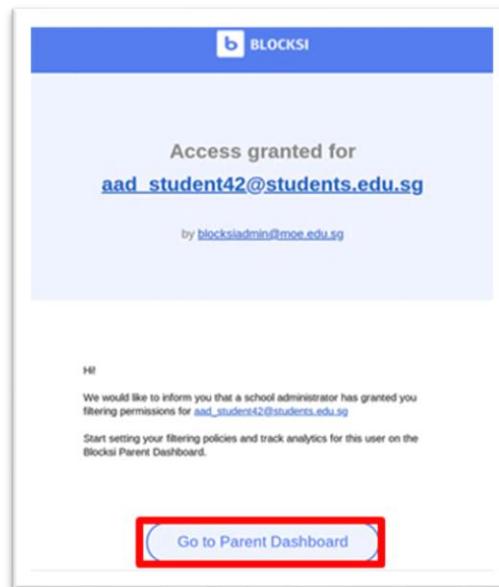
Setting up your DMA Parent Portal Account (Blocksi) will enable you to view and manage your child's/ward's online activities.

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.

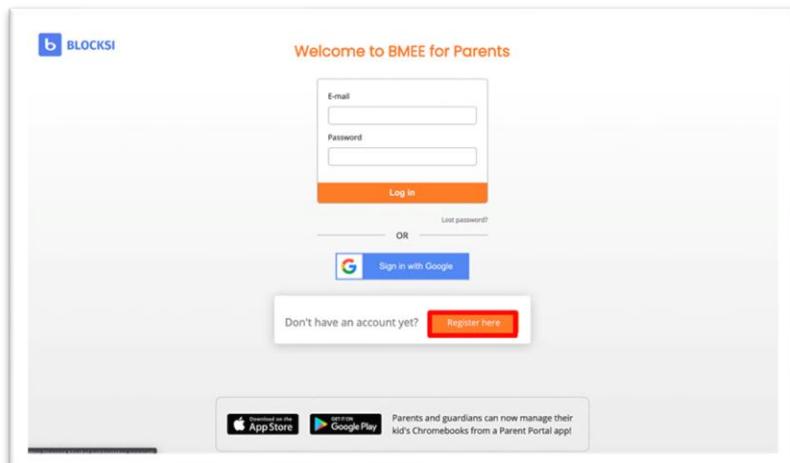
Note: Check the Spam/Junk folder if you do not see the email in your Inbox.



Step 2:

Click “Register here” to register with the email address that you received the invite from Blocksi.

Note: ONLY Click “Sign in with Google” if you received the invite from Blocksi in your Google account (@gmail.com).



Step 3:

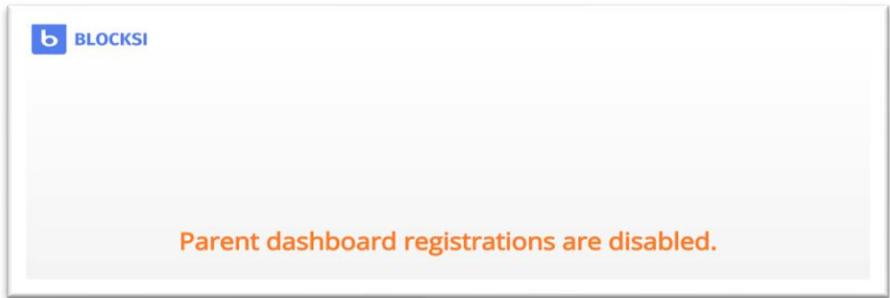
Enter your details (email address, password, name, phone no.) and your child's/ward's Student iCON email address.

Then, click "Create account".

Note: If you are using a Google account (@gmail.com), click "Sign up with your Google account" to link your Google account with Blocksi. Please remember that you need to login to Google in order to access your Blocksi account.

Step 4:

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

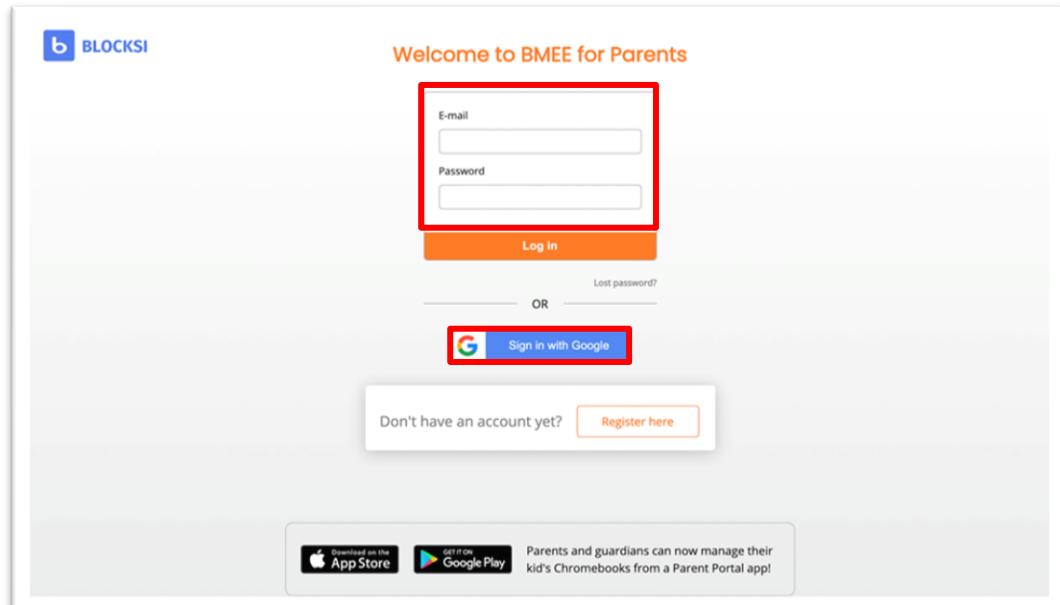
**Pic 2**

Unit 2-2 – Signing into DMA Parent Portal Account (Blocksi)

Subsequently you can sign in directly via this URL: 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 (@gmail.com).

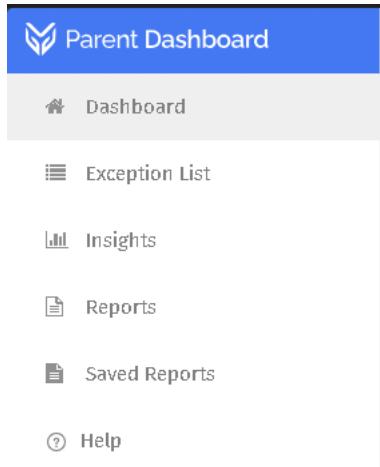


Chapter 3: Overview of the Parent Portal User Interface

Unit 3-1 – Dashboard Features that are not available for DMA Parents

Please be informed that ***not all features*** that you have seen on the demo video are available to DMA Parents.

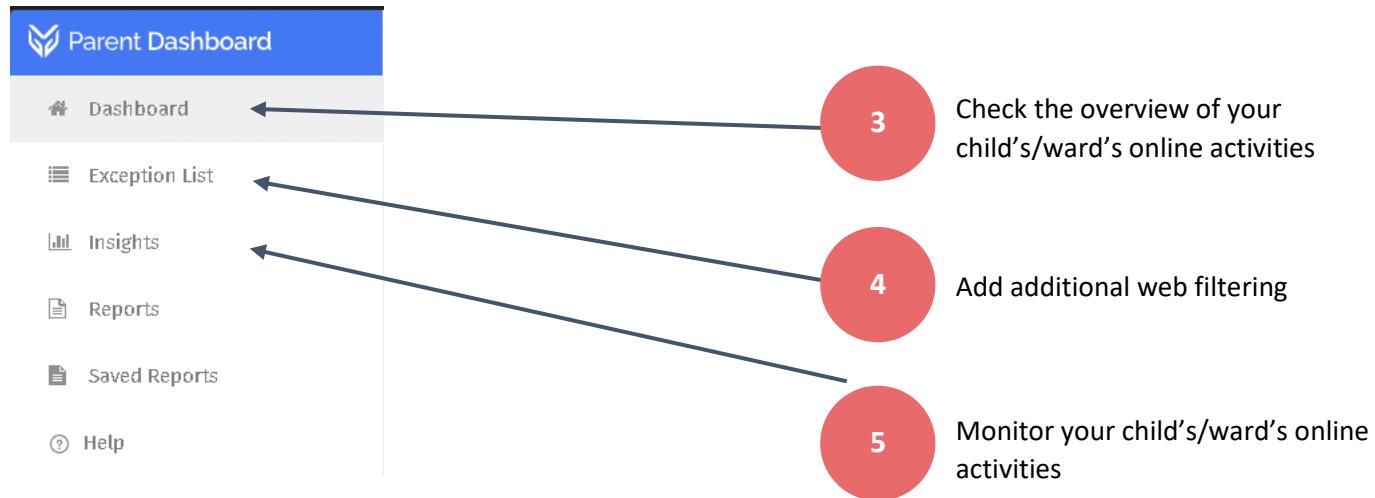
Here are the features that are available for DMA Parents.



Unit 3-2 – Dashboard Features

Once you have signed into 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 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.



Unit 3-3 – 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”.

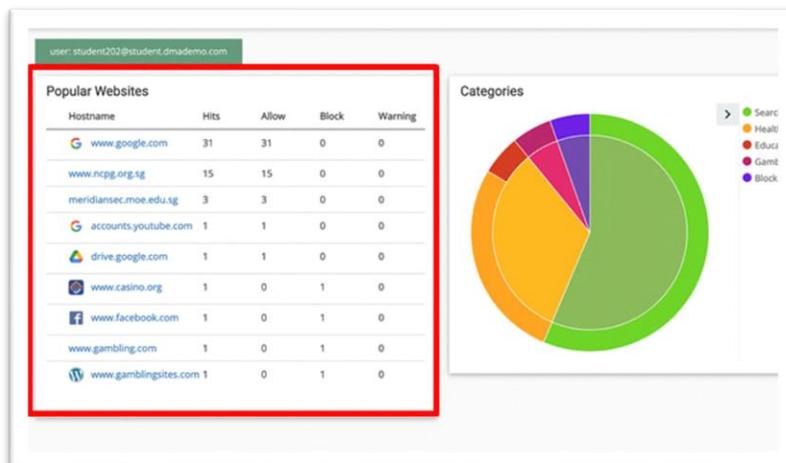
The screenshot shows the 'Parent Dashboard' interface. On the left, a sidebar lists 'Dashboard', 'Exception List', 'Insights' (which is highlighted with a red box), 'Reports', 'Saved Reports', and 'Help'. The main area is titled 'Dashboard' and contains a 'Recent Stats' table and a 'Users Table'. The 'Recent Stats' table shows URL access counts for Yesterday and Today: Allowed (0,0), Blocked (0,0), Warning (0,0), and Total (0,0). The 'Users Table' shows a single user entry: Validated student5@students.edu.ag, First Name Aad, Last Name Student5B (TestSchool4), Alias None, and Exception List Apply to All. A 'Request Validation +' button is also present.

Step 2:
You can
view your
child’s/war
d’s online
activities
for the last
24
hours
under
“Web
Analytics”.

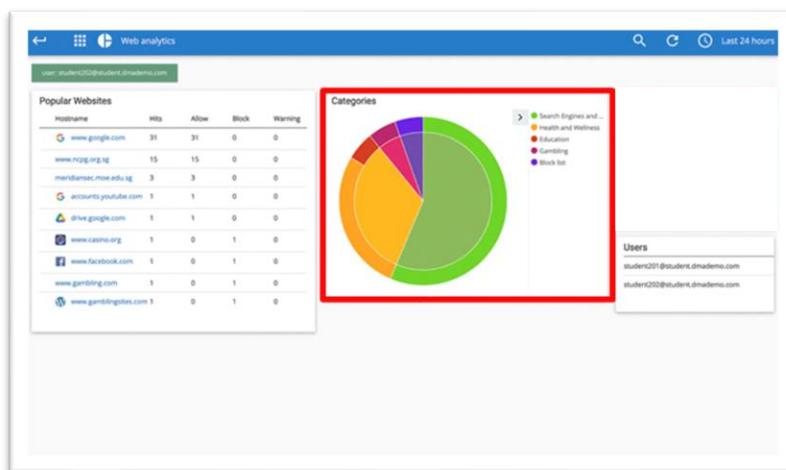
The screenshot shows the 'Web analytics' dashboard. It features a 'Popular Websites' table and a 'Categories' pie chart. The 'Popular Websites' table lists various sites with their hit counts and status (Allow, Block, Warning). The 'Categories' chart shows the distribution of website types: Search Engines and - (green), Health and Wellness (orange), Education (red), Gambling (purple), and Block list (pink). A red box highlights the 'Users' section on the right, which lists two users: student201@student.diamonds.com and student202@student.diamonds.com.

Click on the
child’s/war
d’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”.

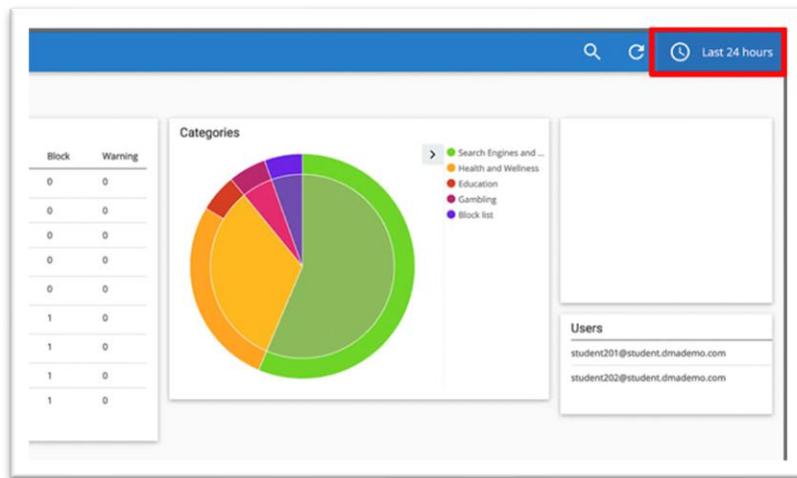


Unit 3-4 – Web Analytics (By Time Period)

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.

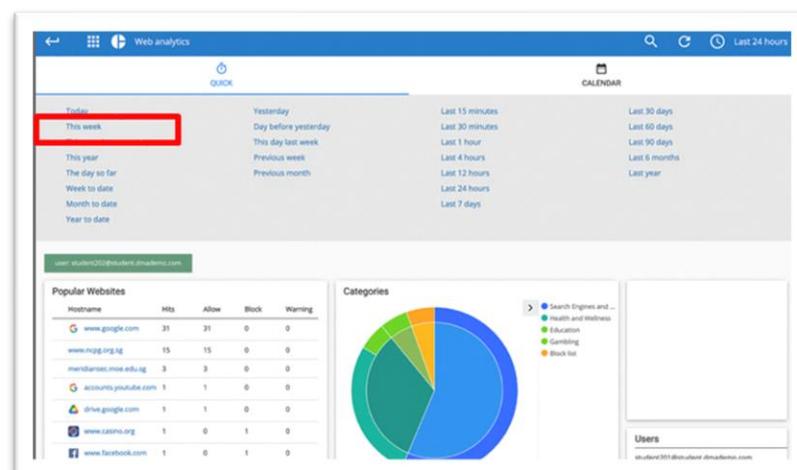
Step 1:

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”.

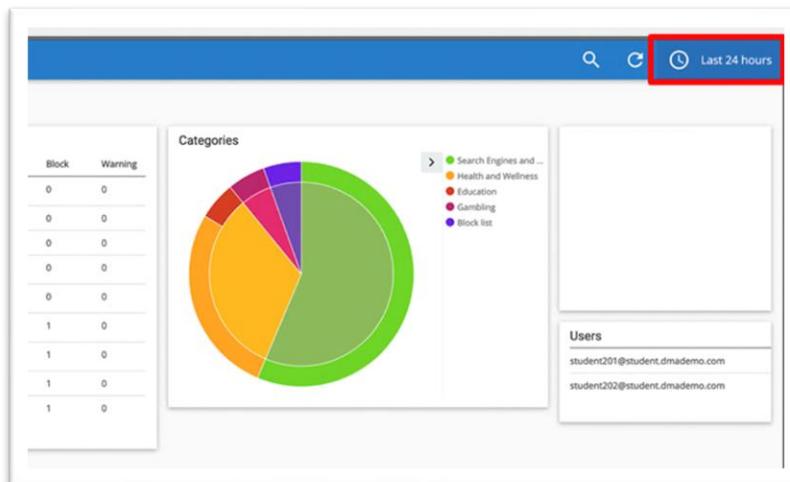


Unit 3-5 – Web Analytics (By Date)

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.

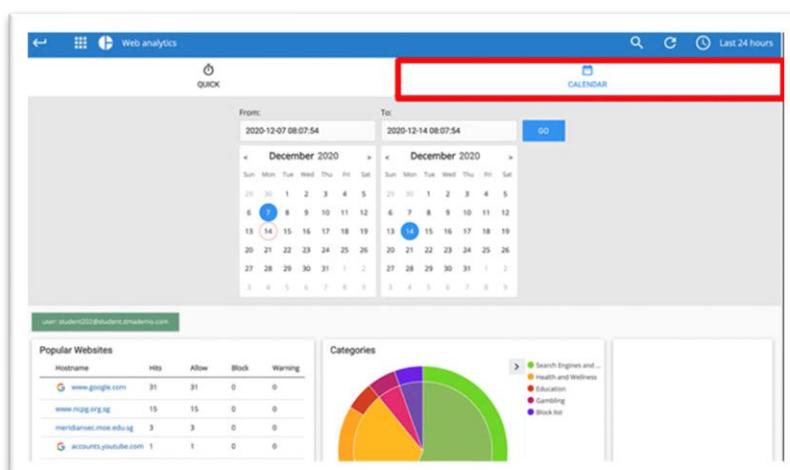
Step 1:

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



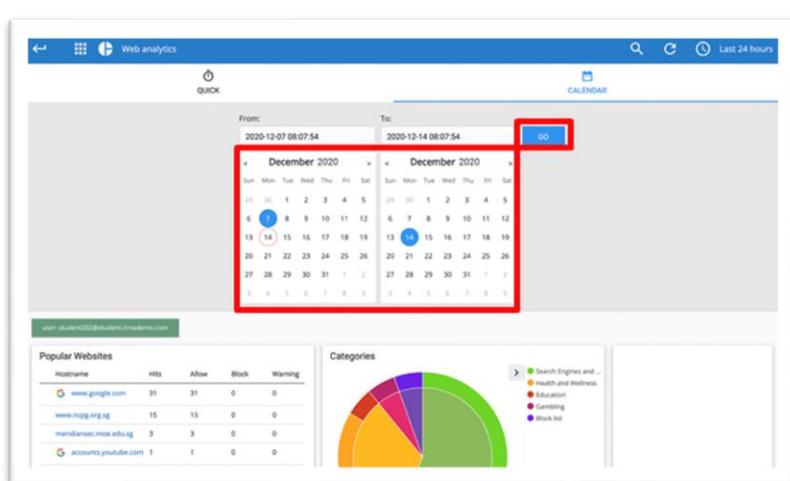
Step 2:

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”.



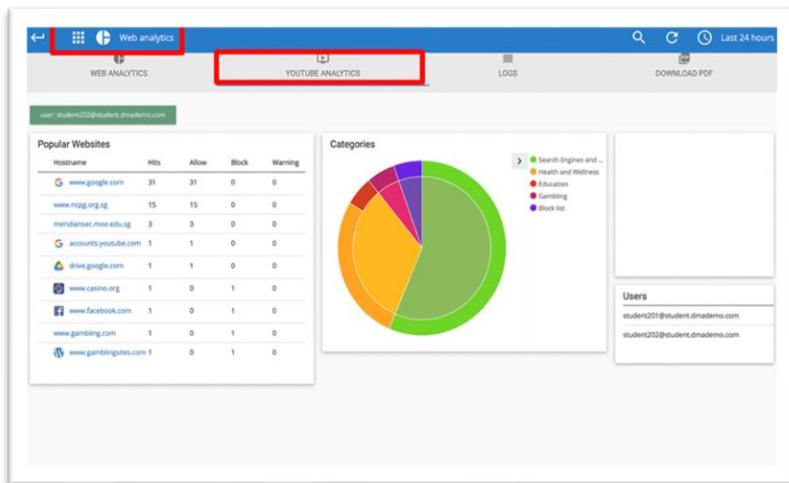
Unit 3-6 – YouTube Analytics

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”.

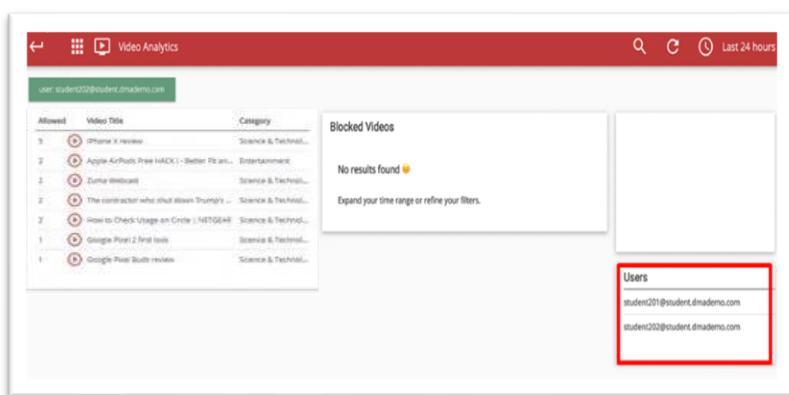
Then, click “Youtube Analytics”.



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 3-7 – Logs

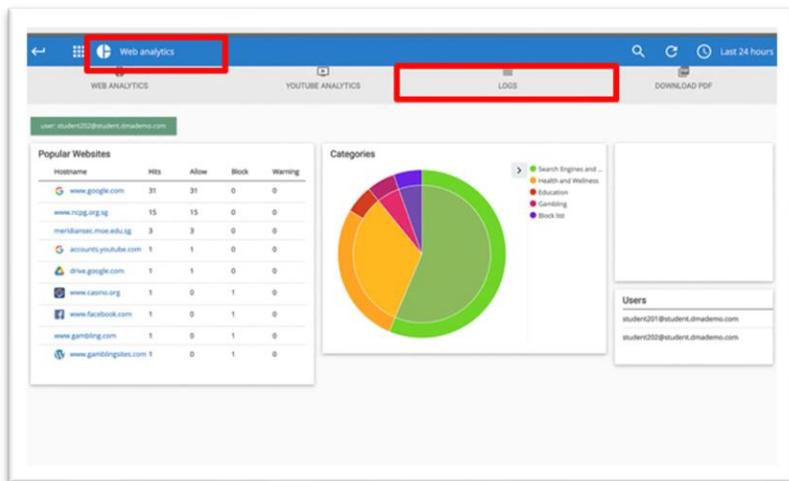
The “Logs” tab can be found in the side menu under “Insights”. You will be able to view your child’s/ward’s device and browser usage history through the “Logs” tab.

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).

This screenshot shows the 'Logs' interface. At the top, there's a search bar and a 'Last 50 days' button. Below the search bar, there's a link to 'User: aad_student44@student...'. The main area is titled 'Recent Logs' and contains a table of log entries. The table has columns for 'Timestamp', 'User', 'ORG. UNIT', 'URL', 'Category', 'Action', and 'Policy'. The 'Action' column shows whether the log was blocked ('block') or allowed ('allow'). The 'Policy' column indicates the specific policy applied. The table includes several rows of log entries from August 8, 2021, showing various URLs accessed and their corresponding actions and policies.

Unit 3-8 – Download Reports

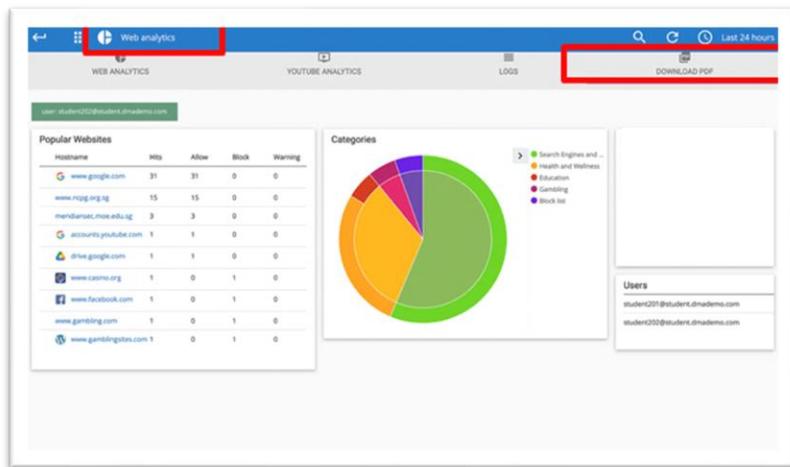
The function to download reports can be found in the side menu under “Insights”. You will be able to retrieve a comprehensive and detailed PDF report of your child’s/ward’s web activities.

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”.

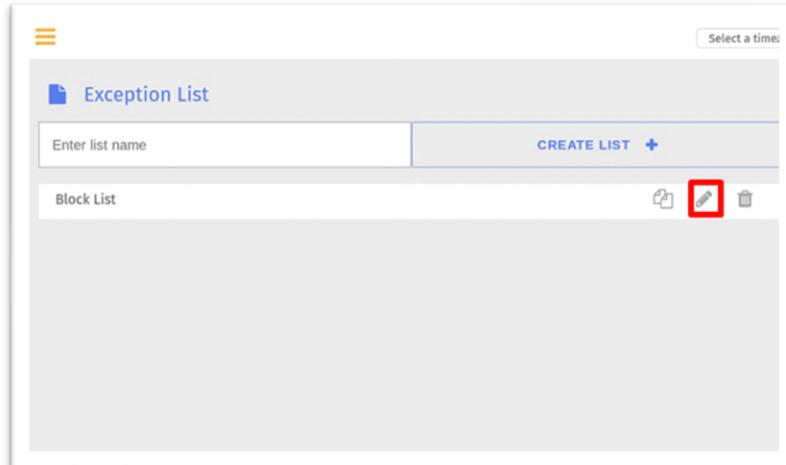
The screenshot shows the 'Parent Dashboard' interface. On the left, there is a sidebar with options: 'Dashboard' (highlighted with a red box), 'Insights', 'Reports', 'Logs', 'Activity', 'Search Requests', and 'Help'. The main area is titled 'Dashboard' and contains a 'Recent Status' table and a 'User's Table'. The 'User's Table' shows a single row for 'Student01' with email 'student01@students.edu.sg', first name 'Ald', last name 'Student01', alias 'Student01', exception list status 'None to All', student filtering status 'Restrict Chrome (Initially)', and device status 'Dell'. At the bottom right of the dashboard, there is a 'Student Filtering and Logging' section.

Step 2:
Name the
list and
click on
“Create
List”.

The screenshot shows the 'Exception List' creation screen. It has a header 'Exception List' with a back arrow. Below it is a search bar with 'Enter list name' and a 'CREATE LIST +' button. There is also a 'Block List' button. The main area is currently empty.

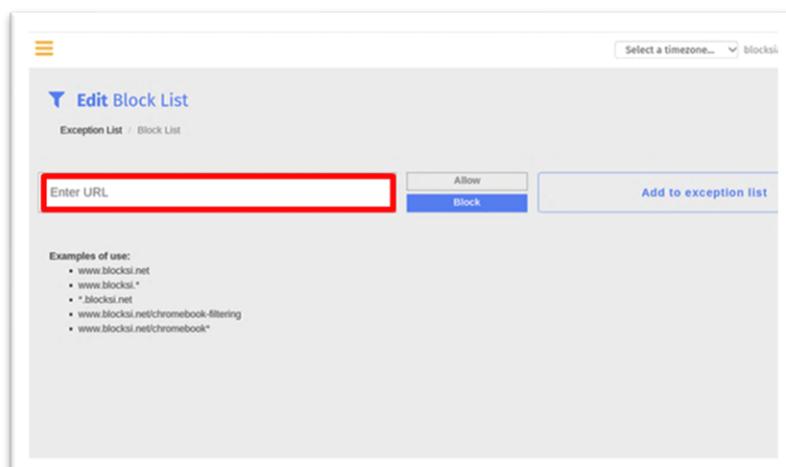
Step 3:

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

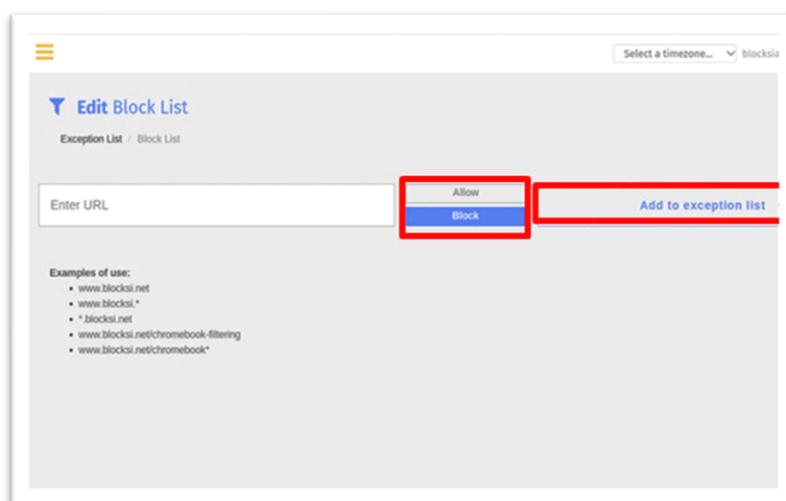
**Step 4:**

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

.

**Step 5:**

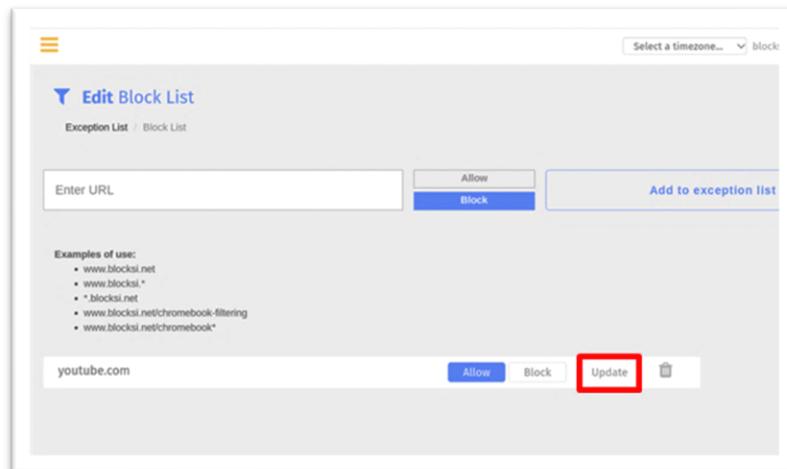
Click on either “Block” to restrict access or “Allow” to grant access. Then, click on “Add to exception list”.

**Note:**

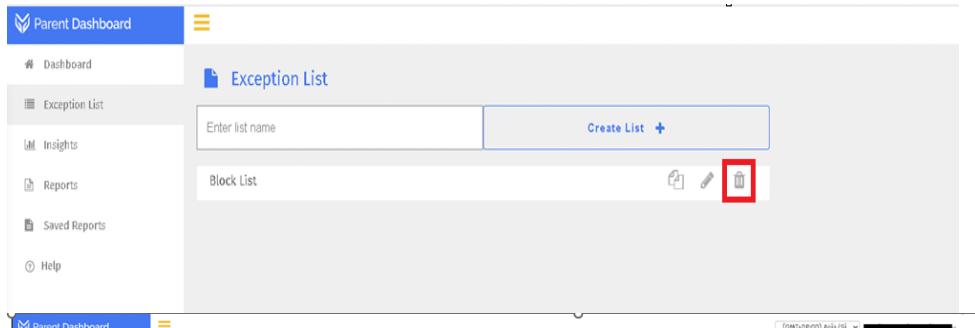
Websites that have been added to the “Allow” list will only be accessible after

**school
hours.**

Step 6:
Click on
“Update” if
you have
made any
changes to
the access
rights for a
particular
URL.

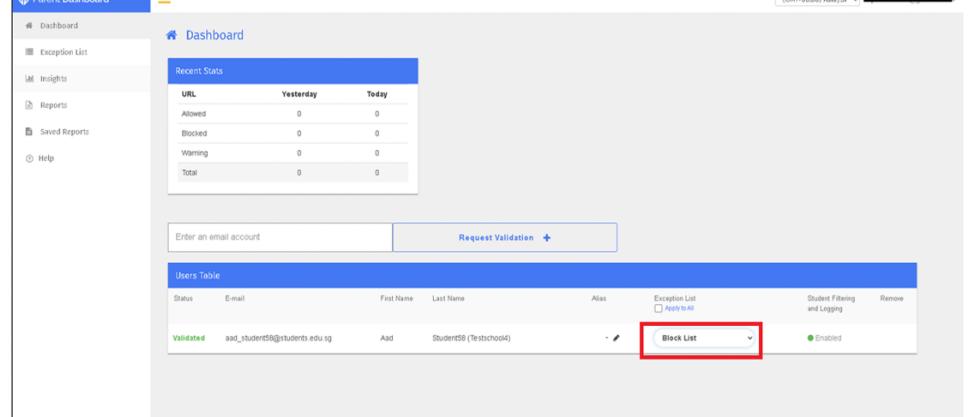


Click on the
bin icon to
delete a
list.



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/war
d’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 10.30 p.m., at hourly intervals. To do so, you need contact your School DMA Admin.

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: Please note that all Chrome extensions are blocked for student school accounts unless explicitly whitelisted by MOE.

If you have any questions, please contact the School DMA Admin.