



DMA Guide for Parents/Guardians:
Option A

Table of Contents

Introduction	2
Section 1: What is Lightspeed Systems	3
Section 2: After-School DMA Parent Options – Option A	5
Section 3: DMA Features	6
During School Hours and After School Hours	6
3.1 Webfiltering	6
3.2 Application Control	6
During Sleep Hours	7
3.3 Logging-out of Device	7
Section 4: Getting Started	8
Section 5: Creating Your Parent Portal Account	8
Section 6: Accessing the Parent Portal	11
Section 7: Web Activity	13
Section 8: Web Rules	14
8.1 Pause Web Browsing	15
8.2 Manage YouTube Access	16
8.3 Manage Social Media	18
Section 9: Weekly Reports	19
Section 10: Sign out	20
Section 11: Resetting Password	21

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. A parent portal that allows 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.

Section 1: What is Lightspeed Systems

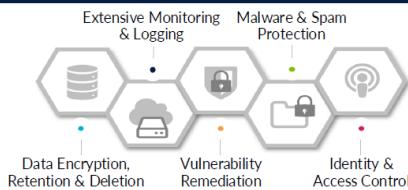
The mission of Lightspeed Systems is “Helping school communities provide safe, secure, and equitable education.”



Lightspeed Systems has presence in more than 42 countries, serving more than 31 thousand schools.



Lightspeed Systems is a certified Google Cloud Partner, among other partnerships with major technology and device providers, and is aligned with industry leaders and standards for data privacy and interoperability.



Security at the Forefront
Lightspeed adheres to proven, enterprise-class best practices for IT security.

Committed to Student Data
Aligned with industry leaders and standards for data privacy and interoperability.

Strategic Alliances that Matter
Partnerships with the most important technology and device providers so we can support changes on 'day zero.'



Section 2: 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.

Option A	
Protects students from objectionable content	<p>Web content filtering includes, but is not limited to, the following categories:</p> <ul style="list-style-type: none"> • Violent/extremist content • Sexual/pornographic content • Gambling-related content <p>Parents/Guardians will be able to include additional web content filtering by submitting a request to the school.</p>
Reduce distractions from learning through control of applications	<ol style="list-style-type: none"> 1. Parents/Guardians will be able to install additional applications by submitting a request to the school. 2. As these applications will be accessible both during and after school hours, please ensure that the requested applications support your child's/ward's learning.
Limit screen time	<p>Parents/Guardians can:</p> <ul style="list-style-type: none"> • modify the amount of screen time for your child/ward by submitting a request to the school for your preferred sleep hours; • turn your child's/ward's web browsing on or off, controlling whether the device can access the internet; and • allow/disallow certain categories of web access.
Monitor students' cyber activities	<p>Parents/Guardians can track your child's/ward's browser history via viewing web activity on the Lightspeed Parent Portal. A weekly student online activity report is also sent to the parent's/guardian's email.</p>

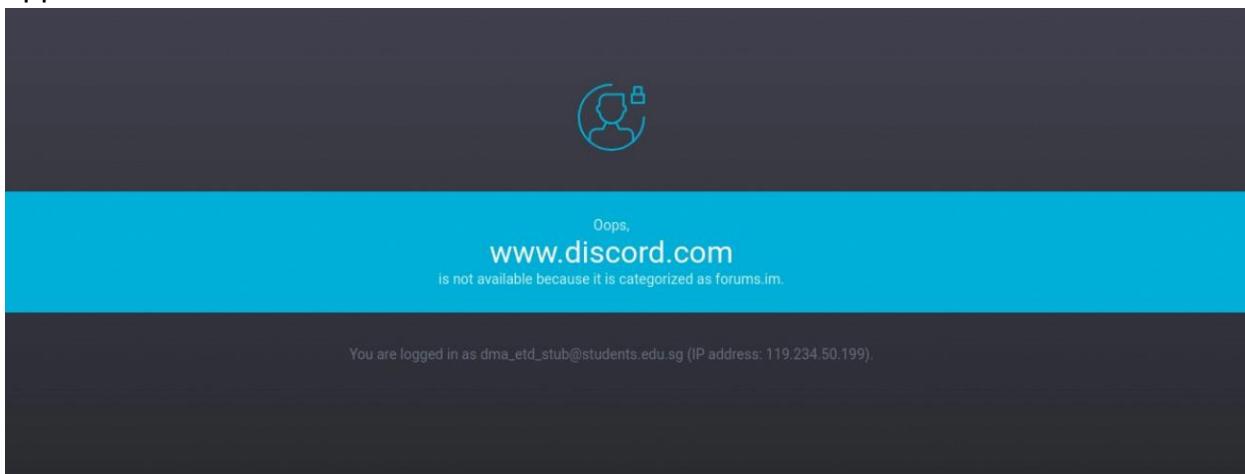
Note: Parents/guardians can only control your child's/ward's PLD after school hours. The controls will have no effect during school hours, as defined by the school.

Section 3: DMA Features

During School Hours and After School Hours

3.1 Webfiltering

Your child's/ward's PLD will be protected by the webfilter put in place by Lightspeed Systems. If your child/ward visits an undesirable site, the following block screen will appear.



If you encounter any site that you wish to block, submit the request to the School DMA Admin. The School DMA Admin will verify if the site is used for teaching and/or learning before proceeding to block it. If not required.

3.2 Application Control

Your child/ward will not have access to the Chrome Web Store nor the Google Play Store. To install any additional extensions and/or applications, you will need to submit the request to the School DMA Admin.

As these extensions and/or applications will be visible during school hours and after school hours, please ensure that the requested applications and/or extensions support your child's/ward's learning. The School DMA Admin will verify if the application/extension is compatible with your child's/ward's PLD before proceeding to install it.

During Sleep Hours

3.3 Logging-out of Device

Your child's/ward's PLD will be set to the default sleep hours from 10.30pm to 6.30am.

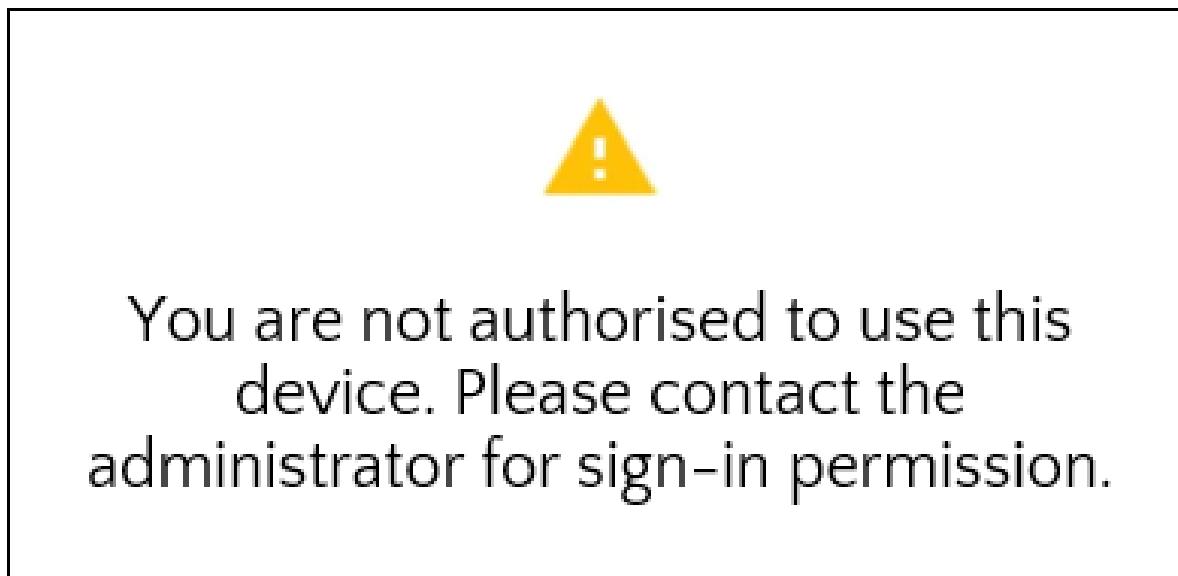
For academic year 2025, you will be able to select from the following standard sleep hours settings:

1. Mon-Sun, 10.30pm - 6.30am (default setting)
2. Mon-Sun, 10.00pm - 6.30am
3. Mon-Sun, 9.00pm - 6.30am
4. Mon-Sun, 8.00pm - 6.30am
5. Mon-Sun, 7.00pm - 6.30am

Should you wish to change the default sleep hours to one of the other four standard sleep hours setting as shown above, please contact the School DMA Admin.

Your child/ward will be automatically logged out of the device and will not be able to log back during sleep hours.

The following image shows what your child/ward will see on their Chromebook during sleep hours.



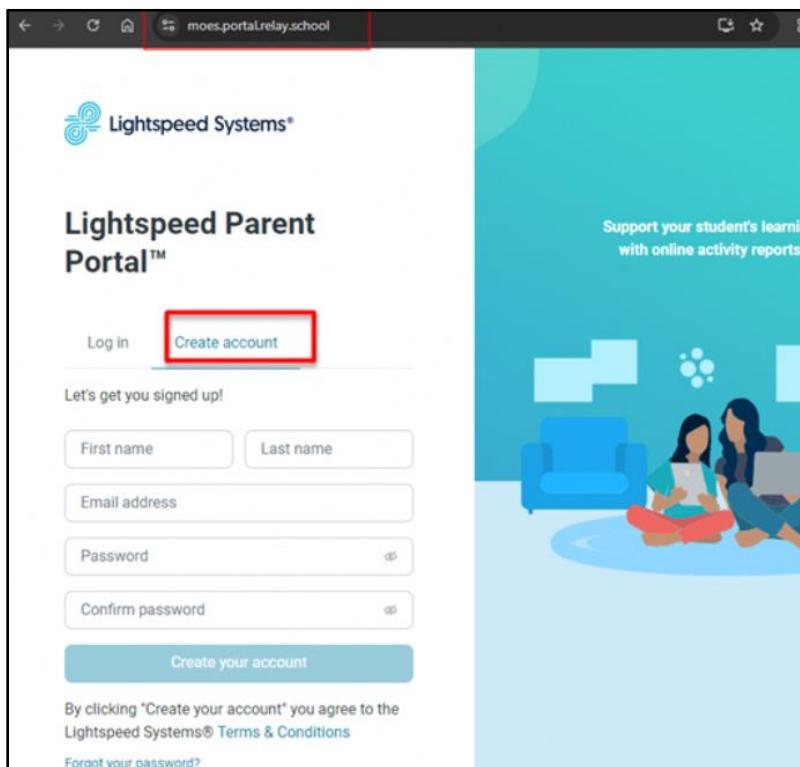
Section 4: Getting Started

After choosing Option A, you will need to complete the following steps to be able to login to the Lightspeed Parent Portal to manage and control your child's/ward's device after school hours:

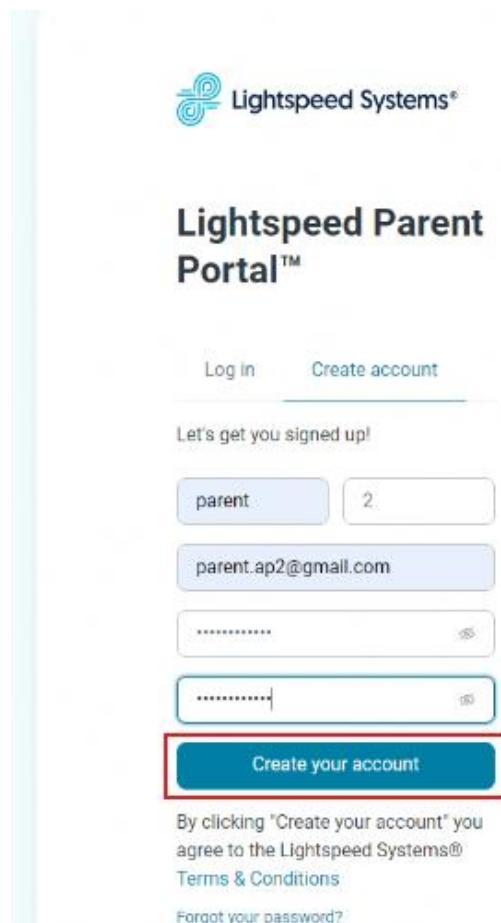
1. **The School DMA Admin would have collected the following details from you:**
 - Your preferred email address (e.g., xxx@gmail.com, xxx@yahoo.com, xxx@live.com)
 - Your child's/ward's student iCON email (e.g., xxx@students.edu.sg)
2. **Lightspeed Account Setup:** You will receive a notification from the School DMA Admin to proceed to the next step of creating your parent portal account.

Section 5: Creating Your Parent Portal Account

1. Launch your preferred browser on your laptop or mobile device.
2. Navigate to the Lightspeed Parent Portal by entering the following address in the URL bar: <https://moes.portal.relay.school>
3. Click on the “Create account” tab.



4. **Follow the on-screen instructions** to create your Lightspeed Parent Portal account.
 - a. **Use the email address you provided** to the School DMA Admin.
 - b. **Create a new password** for your account.



Lightspeed Systems®

Lightspeed Parent Portal™

Log in Create account

Let's get you signed up!

parent 2

parent.ap2@gmail.com

.....

.....

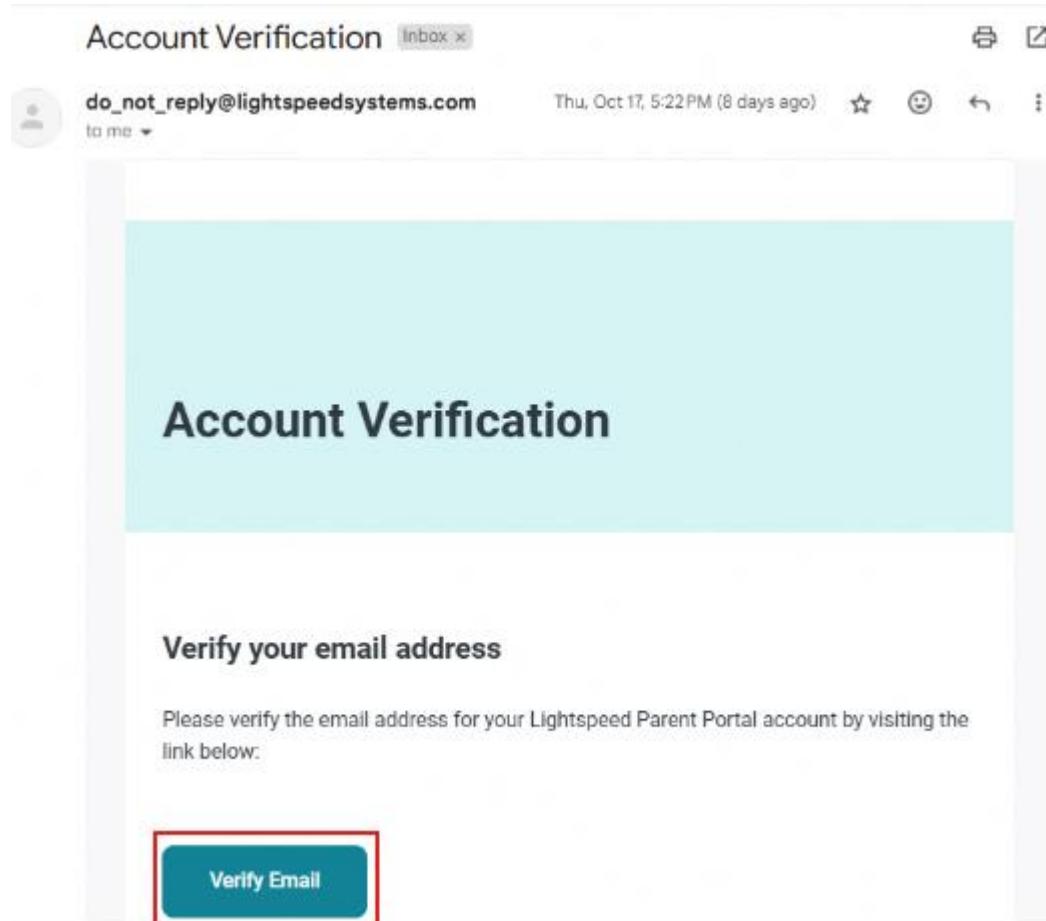
Create your account

By clicking "Create your account" you agree to the Lightspeed Systems® Terms & Conditions

Forgot your password?

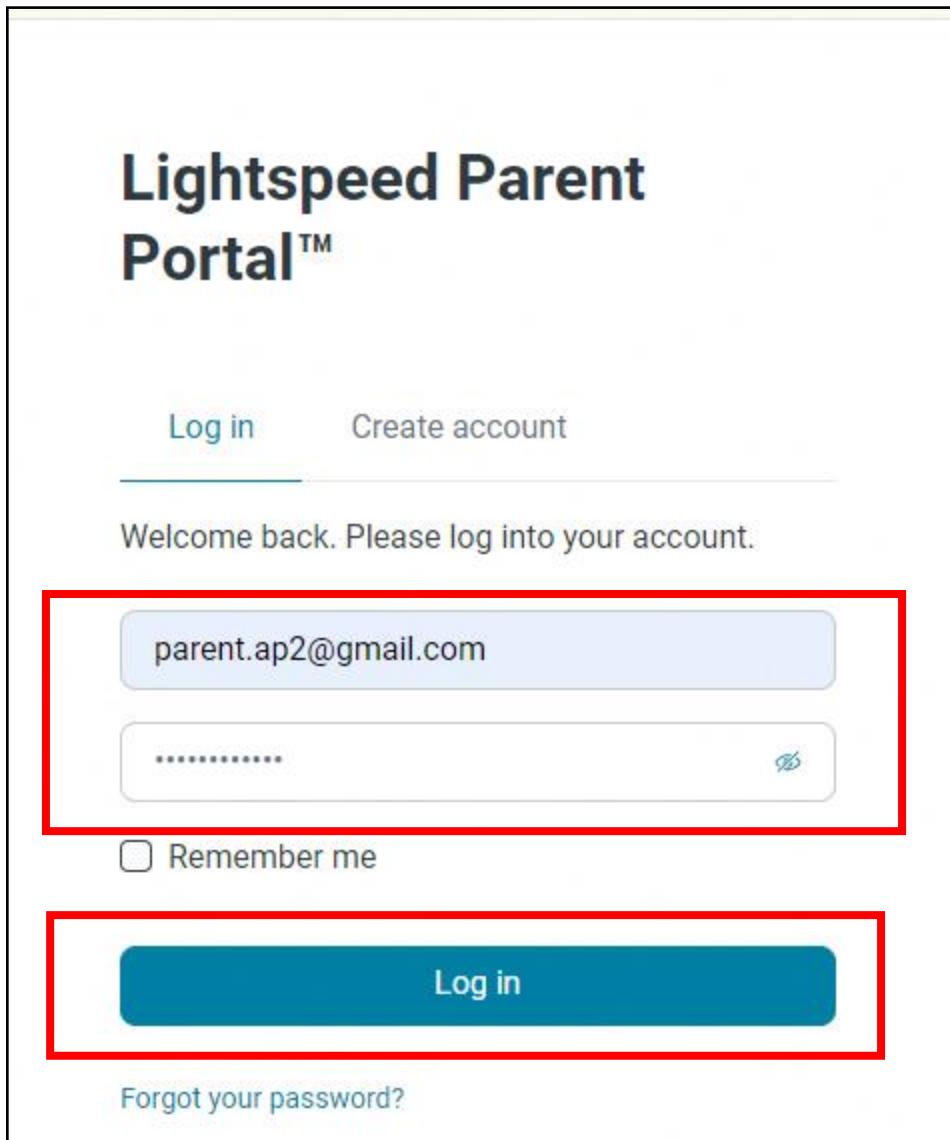
5. Email Verification:

- a. **After creating your account**, you will receive a verification email from Lightspeed.
- b. **Check your mailbox** for this email.
- c. **Verify your email address** to complete the account creation process.



Section 6: Accessing the Parent Portal

1. Enter your email address and password in the provided fields to log in



The screenshot shows the Lightspeed Parent Portal login interface. At the top, it says "Welcome back. Please log into your account." Below that are two input fields: one for the email address containing "parent.ap2@gmail.com" and one for the password containing "*****". A red box highlights both of these fields. Below the password field is a "Remember me" checkbox. At the bottom is a large blue "Log in" button, which is also highlighted with a red box. At the very bottom, there is a link "Forgot your password?".

**Lightspeed Parent
Portal™**

Log in Create account

Welcome back. Please log into your account.

parent.ap2@gmail.com

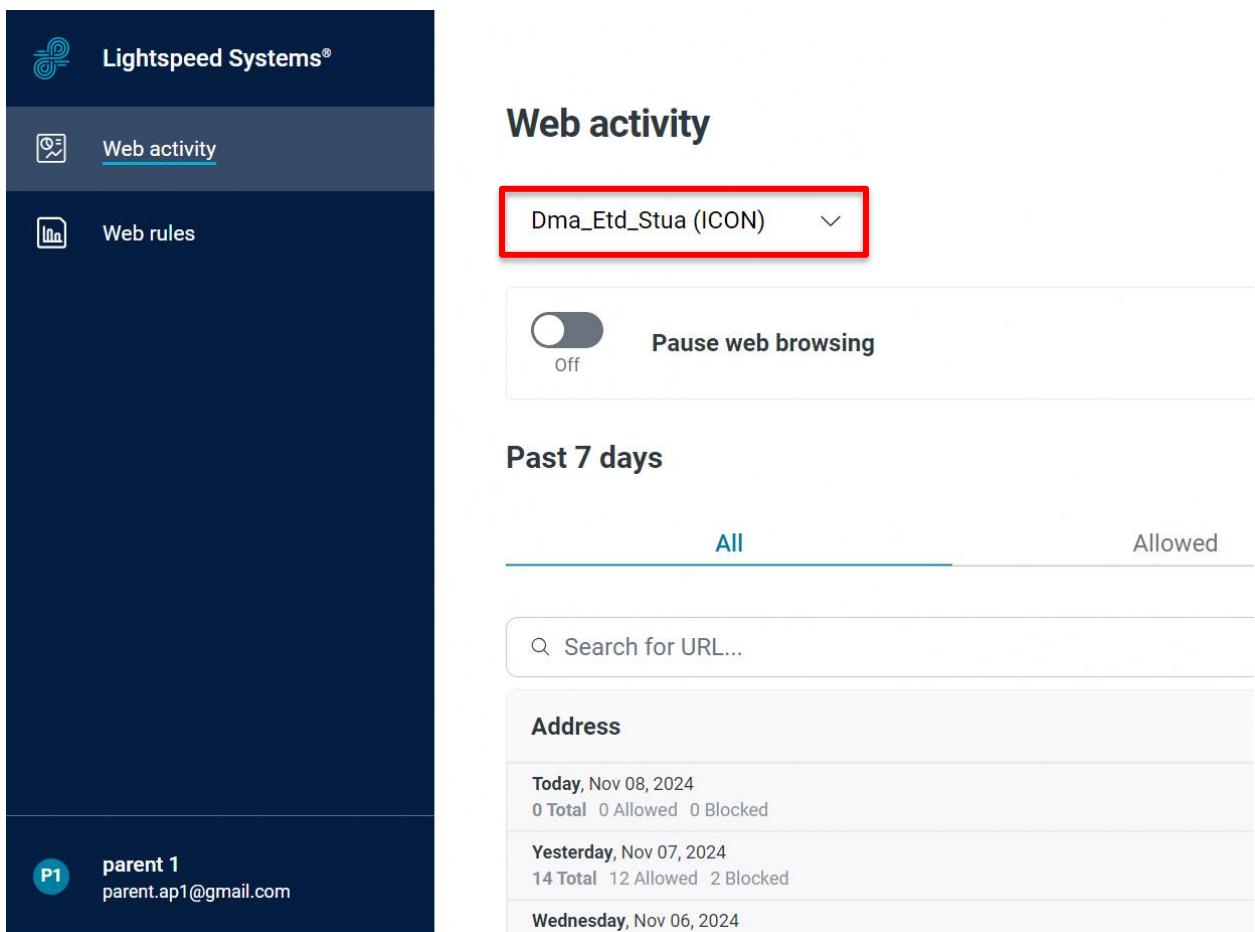
Remember me

Log in

Forgot your password?

2. After logging in, you will see the following page:

- a. **Your child's/ward's iCON account:** Check that this account name is correct. If the child/ward account name is incorrect, please contact your School DMA Admin.



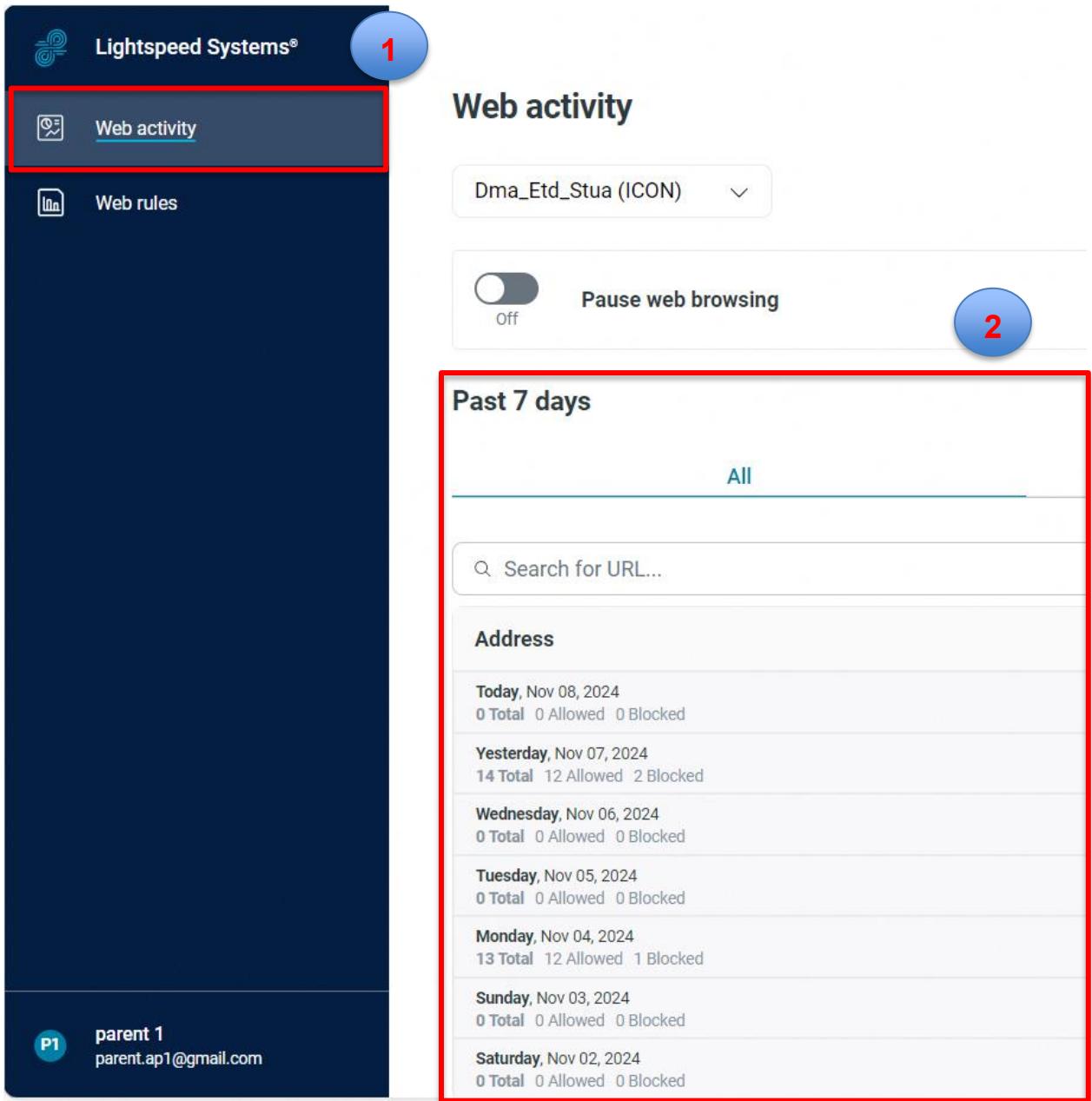
The screenshot shows the Lightspeed Systems Web activity dashboard. At the top, there is a navigation bar with the Lightspeed Systems logo and a dropdown menu. Below the navigation bar, there are two main sections: "Web activity" and "Web rules". The "Web activity" section is active, indicated by a blue underline. It displays a dropdown menu for selecting a user account, which is currently set to "Dma_Etd_Stua (ICON)". This dropdown is highlighted with a red box. Below it is a toggle switch labeled "Pause web browsing" which is set to "Off". The main content area is titled "Past 7 days" and shows a list of dates with their respective activity counts. A search bar is also present at the top of this section. The bottom part of the dashboard shows a summary of address activity for three specific dates: Today, Yesterday, and Wednesday.

Date	Total	Allowed	Blocked
Today, Nov 08, 2024	0 Total	0 Allowed	0 Blocked
Yesterday, Nov 07, 2024	14 Total	12 Allowed	2 Blocked
Wednesday, Nov 06, 2024			

Section 7: Web Activity

Web Activity

- View detailed web activity:** Access a report showing the number of visits and websites your child/ward has accessed over the past 7 days.



The screenshot shows the Lightspeed Systems web activity interface. On the left, a sidebar has a 'Web activity' tab highlighted with a red box and a blue circle containing the number '1'. Below it are 'Web rules' and other icons. At the bottom of the sidebar, it says 'parent 1' and 'parent.ap1@gmail.com'. The main content area is titled 'Web activity' and shows a 'Pause web browsing' toggle switch set to 'Off'. A large red box highlights the 'Past 7 days' section, which lists daily activity reports for Nov 8, 7, 6, 5, 4, 3, and 2, 2024. A blue circle with the number '2' points to the 'Pause web browsing' switch.

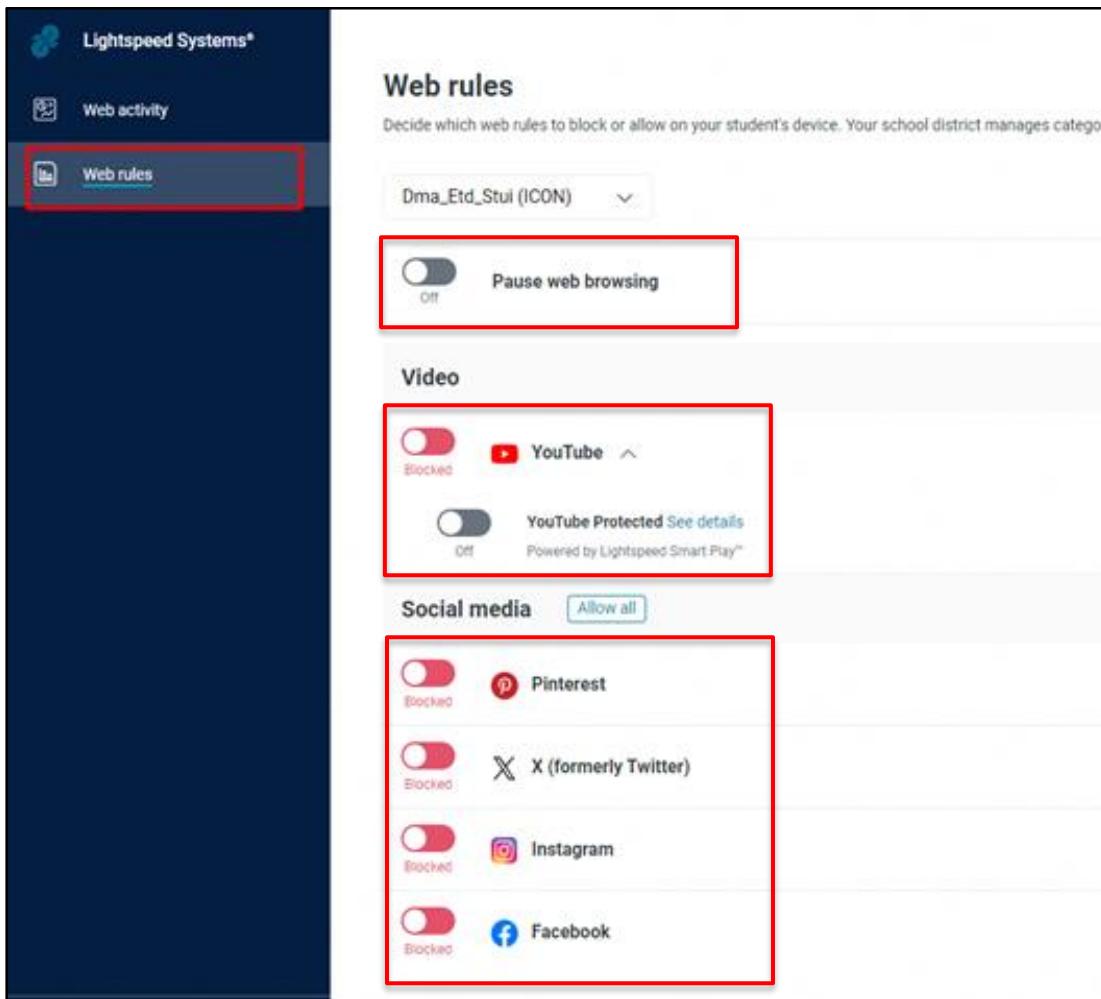
Date	Total	Allowed	Blocked
Today, Nov 08, 2024	0 Total	0 Allowed	0 Blocked
Yesterday, Nov 07, 2024	14 Total	12 Allowed	2 Blocked
Wednesday, Nov 06, 2024	0 Total	0 Allowed	0 Blocked
Tuesday, Nov 05, 2024	0 Total	0 Allowed	0 Blocked
Monday, Nov 04, 2024	13 Total	12 Allowed	1 Blocked
Sunday, Nov 03, 2024	0 Total	0 Allowed	0 Blocked
Saturday, Nov 02, 2024	0 Total	0 Allowed	0 Blocked

Note: Refer to 8.1 Pause Web Browsing to activate the “**Pause web browsing**” function.

Section 8: Web Rules

Access web rule settings: Toggle to the web rules section to customise the following settings:

- a. Pause web browsing: Temporarily pause internet access.
- b. Video (YouTube): Restrict access to YouTube videos.
- c. Social media: Allow all, block all or customise access to popular social media platforms. The 'Manage Social Media' chapter of the guide will provide more information.



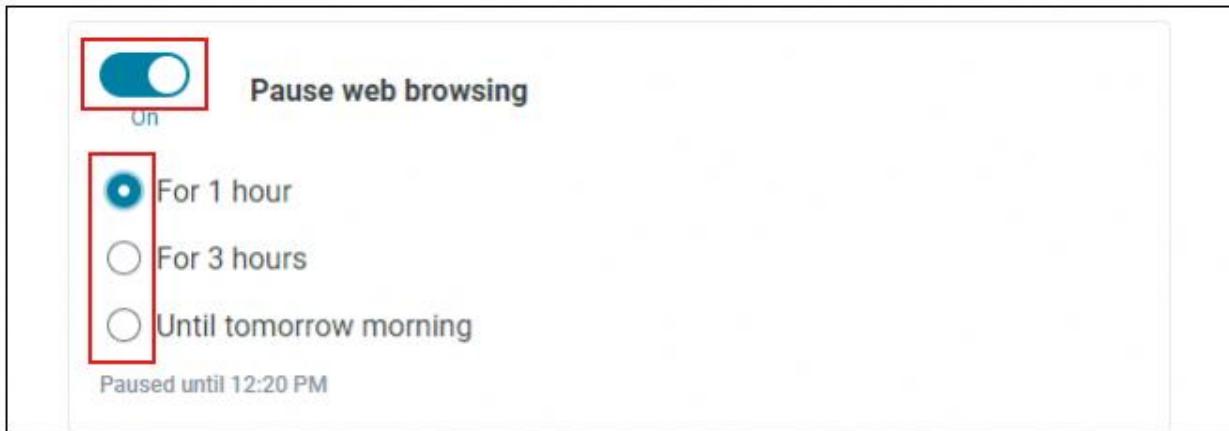
The screenshot shows the 'Web rules' section of the Lightspeed Systems interface. On the left, there's a sidebar with 'Web activity' and 'Web rules' (which is highlighted with a red box). The main area is titled 'Web rules' and contains the following sections:

- Pause web browsing:** A toggle switch set to 'Off' (highlighted with a red box).
- Video:** A section for YouTube settings. It shows a 'Blocked' toggle switch (highlighted with a red box), a 'YouTube Protected' switch set to 'Off' (highlighted with a red box), and a note 'Powered by Lightspeed Smart-Play™'.
- Social media:** A list of platforms with their respective toggle switches:
 - Pinterest: Blocked (highlighted with a red box)
 - X (formerly Twitter): Blocked (highlighted with a red box)
 - Instagram: Blocked (highlighted with a red box)
 - Facebook: Blocked (highlighted with a red box)A 'Allow all' button is visible at the top right of this list.

8.1 Pause Web Browsing

Pause web browsing: Temporarily pause web browsing access on your child's/ward's device for 1 hour, 3 hours, or until the next morning.

Activation: Select one of these options to activate the screen time control.



Note: Same steps can be done under Web Activity to **Pause web browsing**.

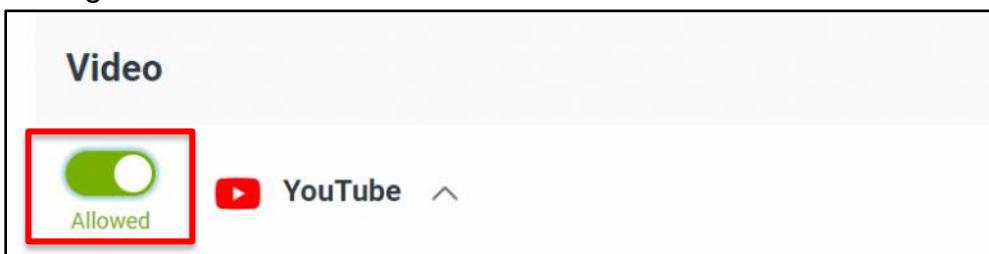
8.2 Manage YouTube Access

You can toggle on or off the setting to regulate your child's/ward's access to YouTube after school hours.

Setting to **Blocked** will block all access to YouTube.



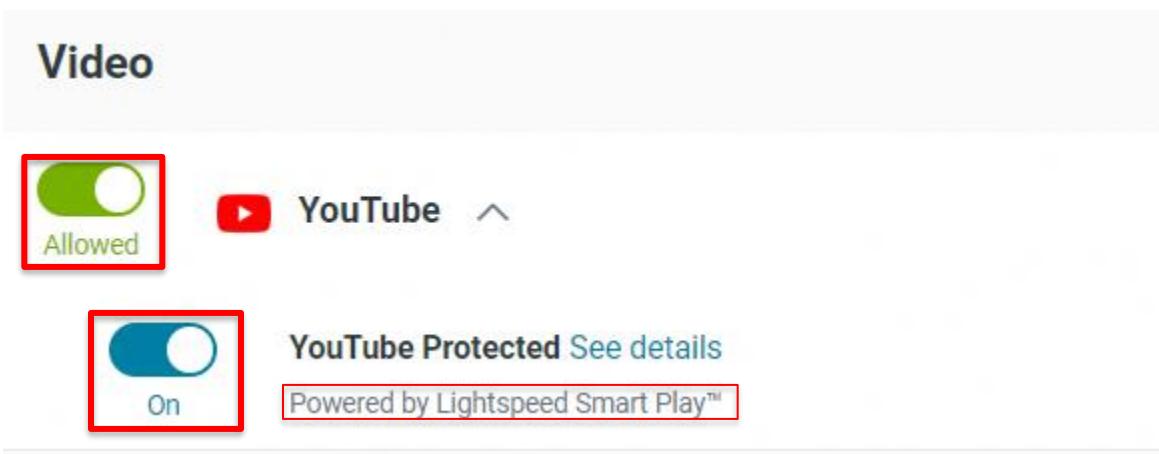
Setting to **Allowed** will allow access to YouTube.



YouTube Protected: Allow educational YouTube content only.

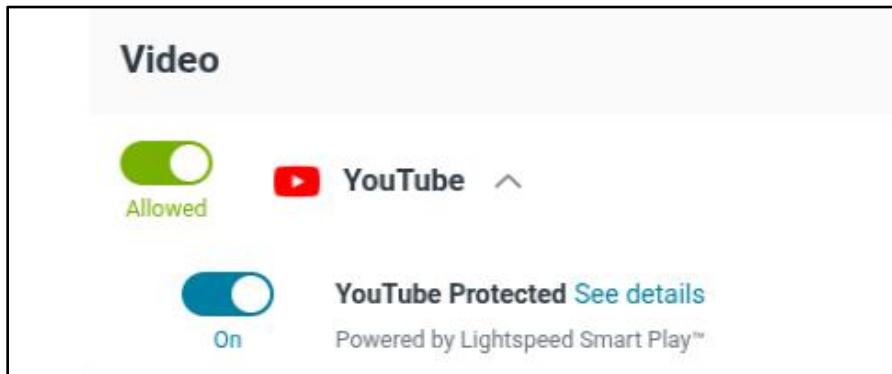
Lightspeed Smart Play is a child-friendly YouTube filter designed to provide a safe viewing experience. It blocks mature content and hides inappropriate thumbnails.

Students can still access educational videos via direct links when Lightspeed Smart Play is activated.

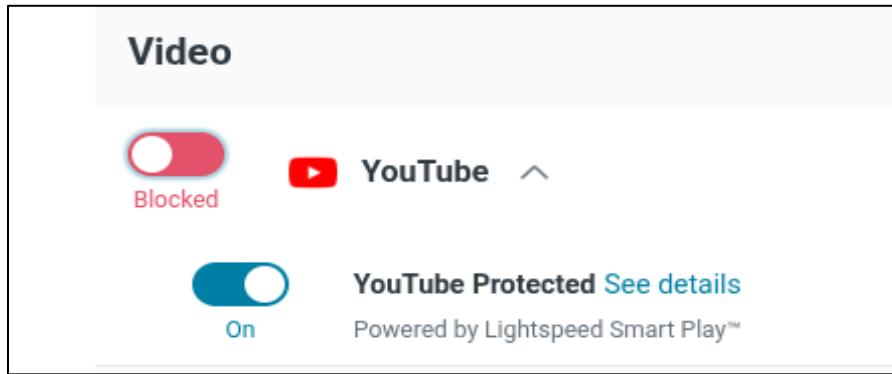


There are three configuration options for managing student YouTube access

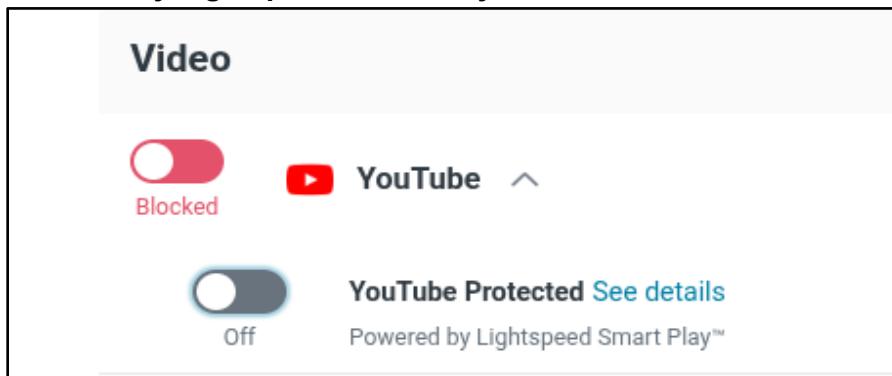
1. For protected YouTube access, switch on both "YouTube" and "YouTube Protected -- Powered by Lightspeed Smart Play" settings:



2. To limit access to educational YouTube videos via direct links only, keep "YouTube Protected -- Powered by Lightspeed Smart Play" on while turning off "YouTube":



3. To block YouTube completely, turn off both "YouTube" and "YouTube Protected – Powered by Lightspeed Smart Play":



8.3 Manage Social Media

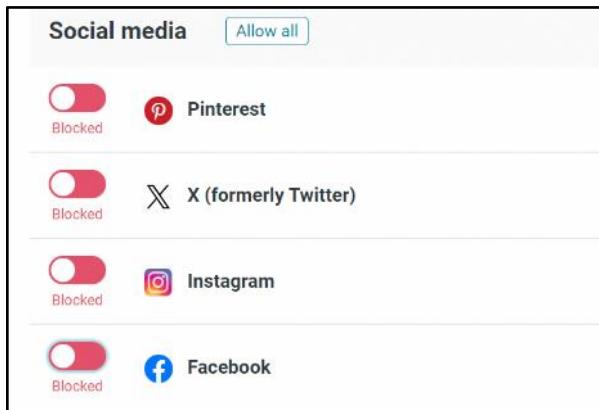
You can toggle on or off to regulate your child's/ward's access to the specific common social media sites.

Choose one of the following options:

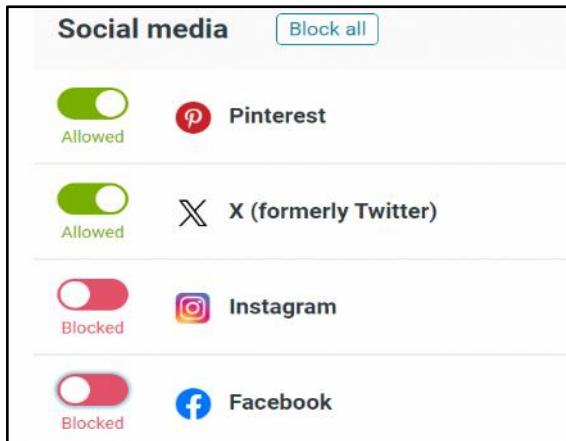
- Allow All:** Permit access to the social media sites listed



- Block All:** Complete restriction of social media access.

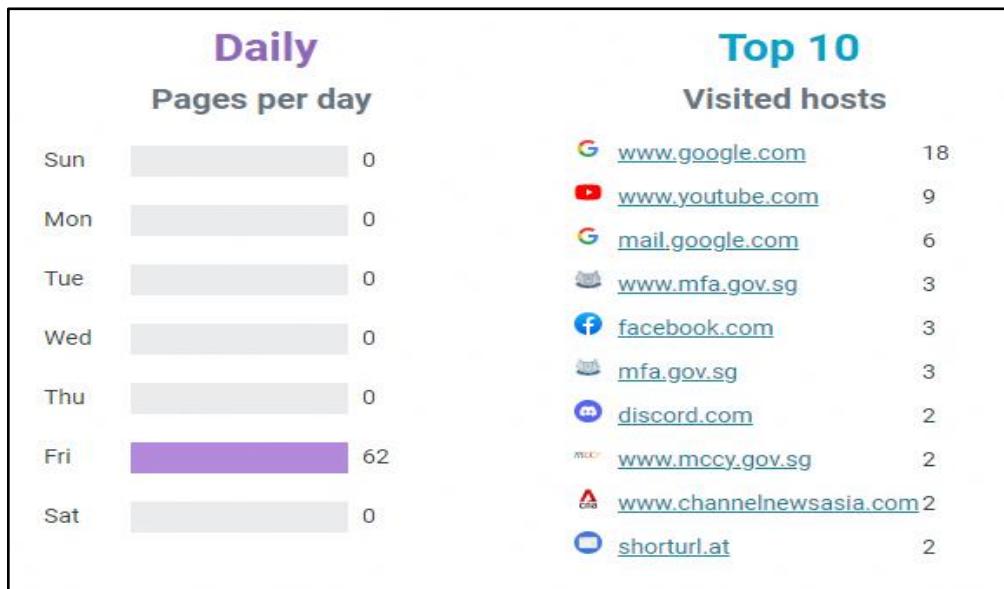
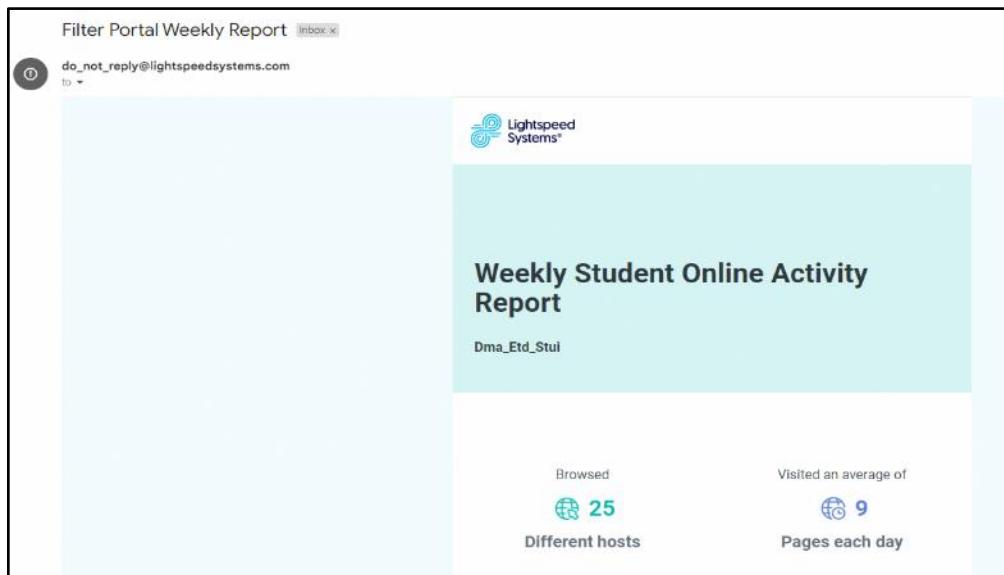


- Customise:** Access given to specific social media platforms.

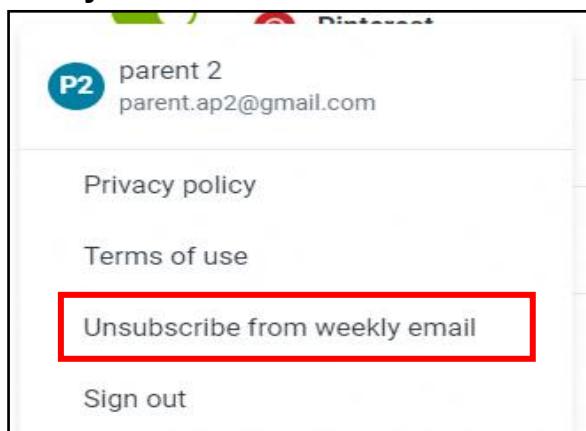


Section 9: Weekly Reports

Receive weekly email reports: Receive a summary of your child's/ward's web browsing activity for the week directly from the Lightspeed Filter email account (do_not_reply@lightspeedsystems.com). An example of the summary is as follows:

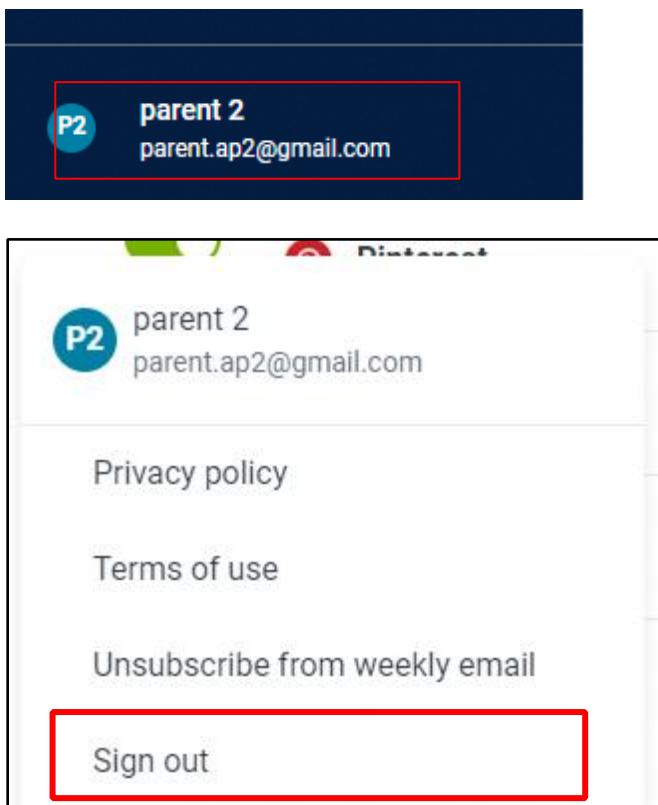


To stop receiving the Filter Portal Weekly Report, click on “Unsubscribe from the weekly email”.



Section 10: Sign out

To sign out of the portal, click on the user icon on the dashboard, then click on “Sign Out”.

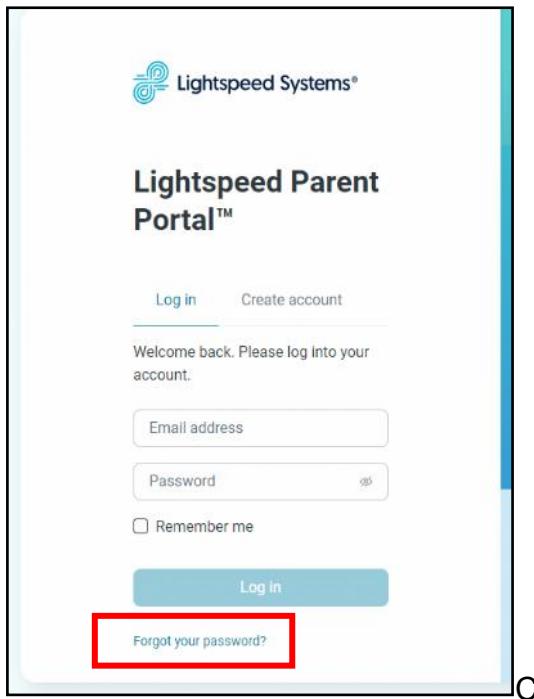


The screenshots illustrate the sign-out process:

- Dashboard View:** Shows the user icon (P2) and user information (parent 2, parent.ap2@gmail.com) highlighted with a red box.
- User Profile View:** Shows the user profile section with the following elements:
 - User icon: P2
 - User name: parent 2
 - User email: parent.ap2@gmail.com
 - Links: Privacy policy, Terms of use, Unsubscribe from weekly email.
 - Sign out link:** This link is highlighted with a red box.

Section 11: Resetting Password

1. Click on the "Forgot your password?" link if you have forgotten your password.



Lightspeed Parent Portal™

Log in Create account

Welcome back. Please log into your account.

Email address

Password

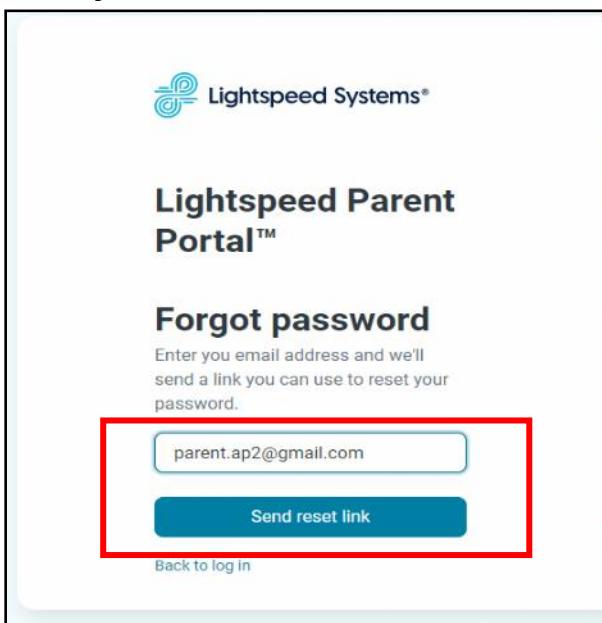
Remember me

Log in

Forgot your password?

C

2. Enter your email address and click "Send reset link".



Lightspeed Parent Portal™

Forgot password

Enter your email address and we'll send a link you can use to reset your password.

parent.ap2@gmail.com

Send reset link

Back to log in

3. **Check your email:** An email with password reset instructions will be sent to the email address you provided.

Lightspeed Parent Portal™

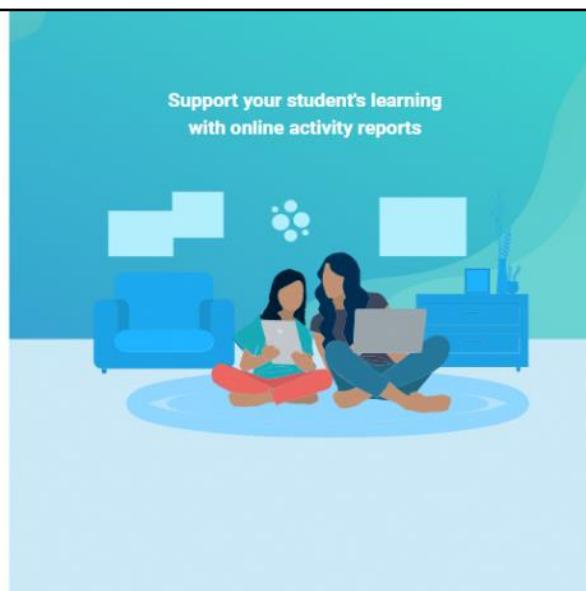


Check your email

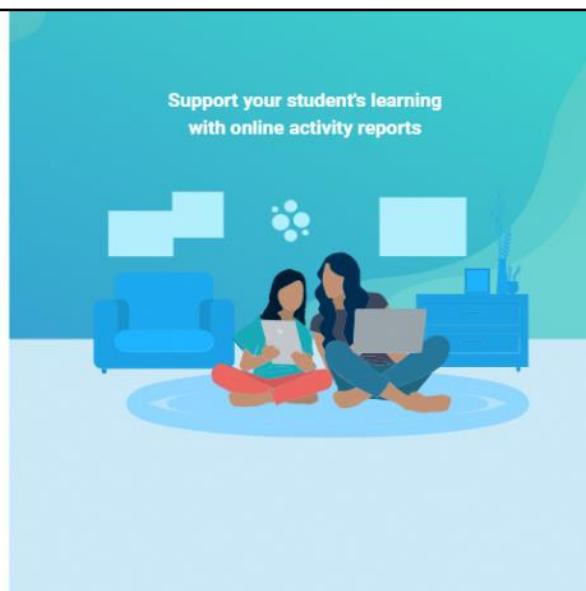
If the address provided is associated with an account in our records, you will receive an email with further login instructions.

Don't see the email? Click [here](#) to resend it.

[Back to log in](#)



Support your student's learning with online activity reports



① do_not_reply@lightspeedsystems.com
to me ▾

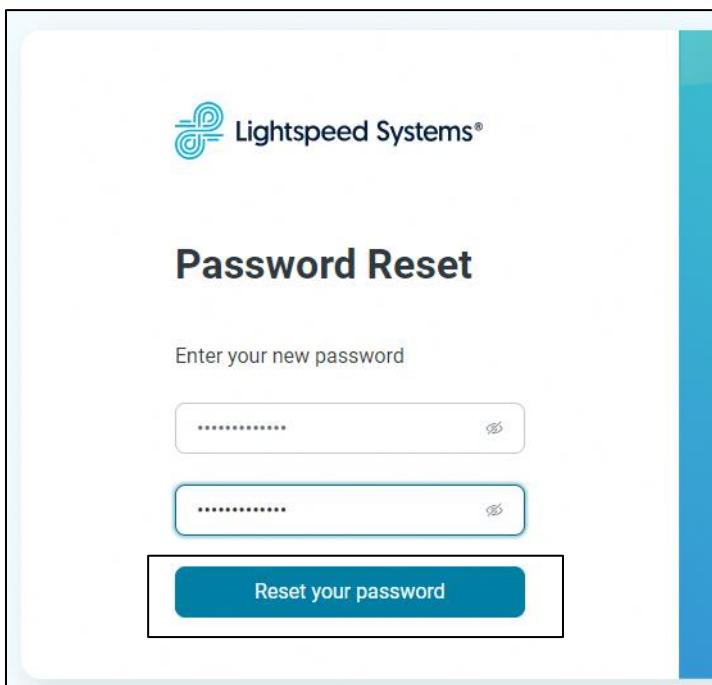
Password Reset Request

Want to reset your password?

Someone recently requested a password change for your Lightspeed Parent Portal account. If this was you, you can set a new password here:

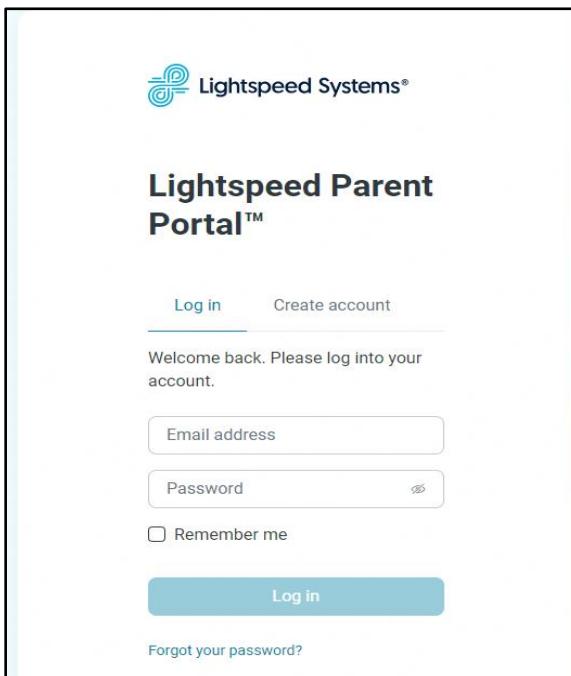
[Reset Password](#)

4. Enter your new password to reset your password.



The screenshot shows a 'Password Reset' page. At the top left is the Lightspeed Systems logo. Below it, the title 'Password Reset' is centered. A placeholder text 'Enter your new password' is above two password input fields. Each field has a character count indicator (e.g., '.....') and a眼睛 (eye) icon for password visibility. Below the fields is a teal button labeled 'Reset your password'.

5. **Log in:** Once your password has been reset, please log back into the portal with your new password.



The screenshot shows the 'Lightspeed Parent Portal' log in page. The logo is at the top left. The title 'Lightspeed Parent Portal™' is centered. Below it are two buttons: 'Log in' (underlined) and 'Create account'. A welcome message 'Welcome back. Please log into your account.' is followed by two input fields: 'Email address' and 'Password' (with a visibility eye icon). A 'Remember me' checkbox is below them. A teal 'Log in' button is at the bottom. A link 'Forgot your password?' is at the very bottom.

If you have other questions, including changing of after-school DMA Parent Options, please contact the respective school's DMA Admin.