



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  |
| <b>During School Hours and After School Hours</b>     | 6  |
| 3.1 Webfiltering                                      | 6  |
| 3.2 Application Control                               | 6  |
| <b>During Sleep Hours</b>                             | 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.”



**OUR MISSION:**

Helping school communities provide safe, secure, and equitable education —*effortlessly*.

**25 years** OF KEEPING STUDENTS SAFE

 Lightspeed Systems®

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



Lightspeed is dedicated to providing time-saving solutions and empowering schools to focus where it matters most—**students and learning.**



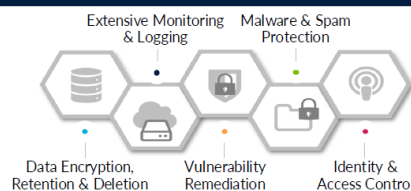
|                                   |                                  |                                        |                         |
|-----------------------------------|----------------------------------|----------------------------------------|-------------------------|
| <b>25m+</b><br>Students Protected | <b>11m+</b><br>Devices Protected | <b>31k+</b><br>Schools Served Globally | <b>42+</b><br>Countries |
|-----------------------------------|----------------------------------|----------------------------------------|-------------------------|

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"> <li>• Violent/extremist content</li> <li>• Sexual/pornographic content</li> <li>• Gambling-related content</li> </ul> <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"> <li>1. Parents/Guardians will be able to install additional applications by submitting a request to the school.</li> <li>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.</li> </ol>                                                       |
| Limit screen time                                                 | <p>Parents/Guardians can:</p> <ul style="list-style-type: none"> <li>• modify the amount of screen time for your child/ward by submitting a request to the school for your preferred sleep hours;</li> <li>• turn your child's/ward's web browsing on or off, controlling whether the device can access the internet; and</li> <li>• allow/disallow certain categories of web access.</li> </ul> |
| 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>                                                                                                                                                                          |

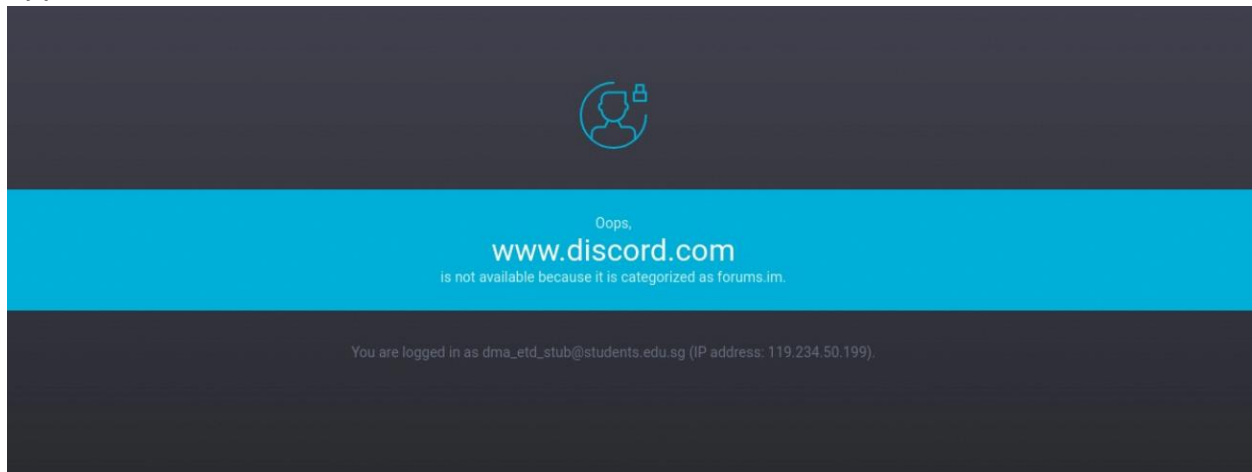
**Note:** Parents/guardians can only control your child's/ward's PLD after school hours. The controls will have no effect during school hours, as defined by the school.

## 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.

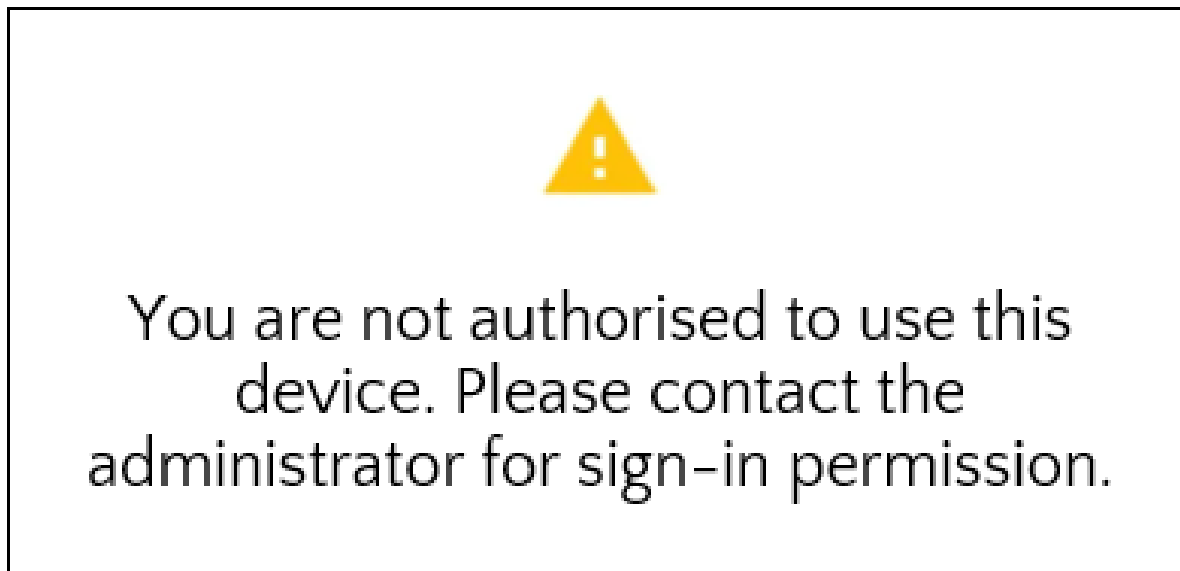
For academic year 2025, you will be able to select from the following standard sleep hours settings:

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.



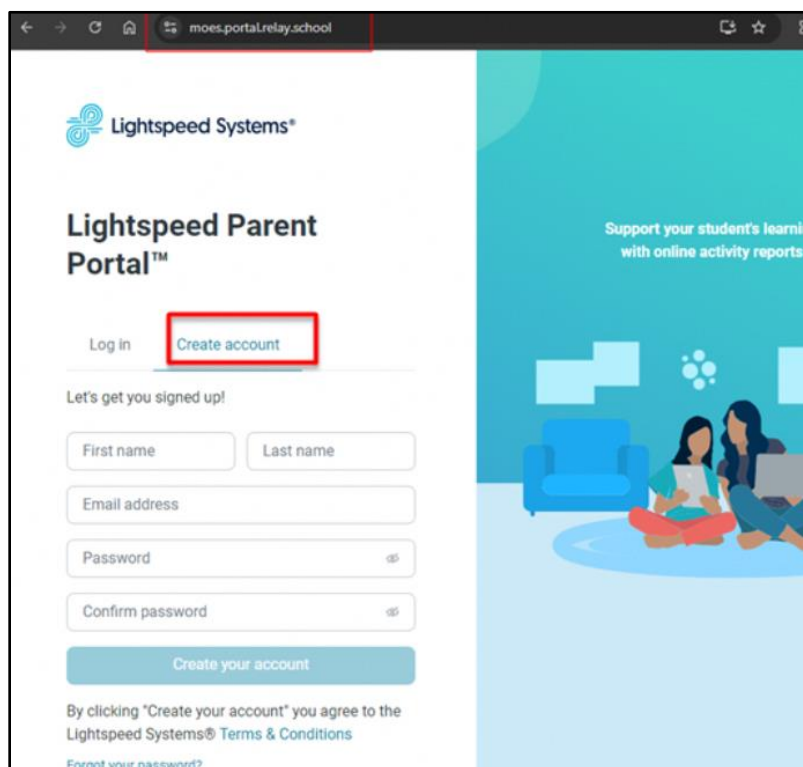
## Section 4: Getting Started

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:

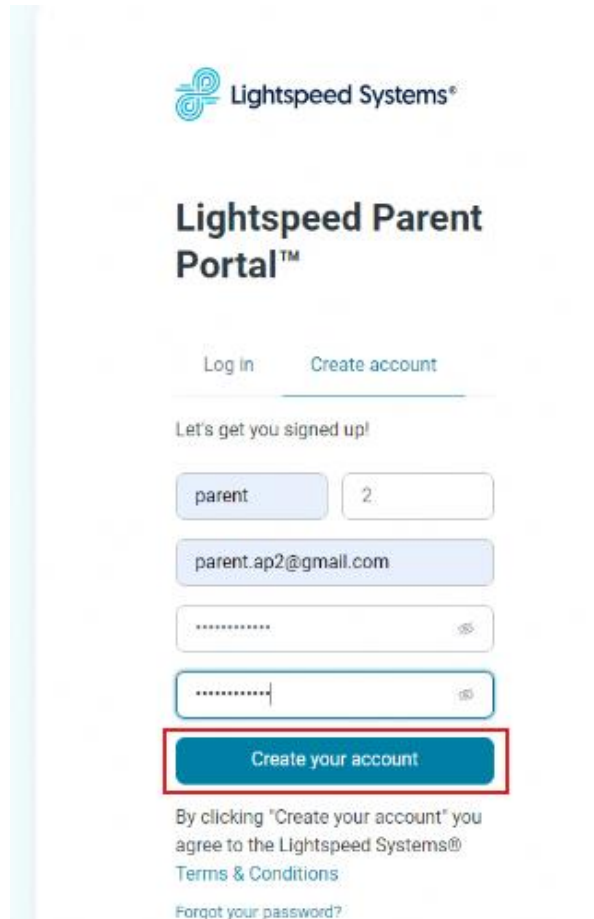
1. **The School DMA Admin would have collected the following details from you:**
  - Your preferred email address (e.g., xxx@gmail.com, xxx@yahoo.com, xxx@live.com)
  - Your child's/ward's student iCON email (e.g., xxx@students.edu.sg)
2. **Lightspeed Account Setup:** You will receive a notification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

\*\*\*\*\*

\*\*\*\*\*

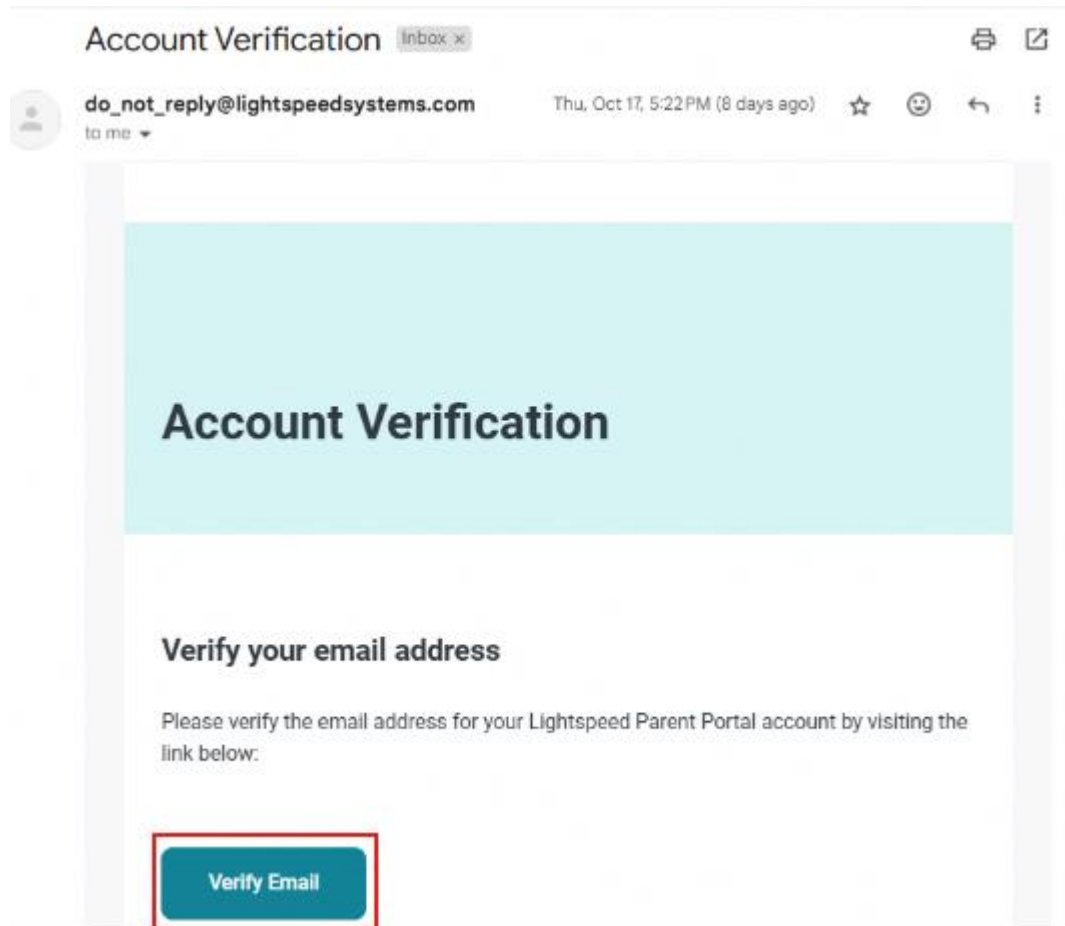
**Create your account**

By clicking "Create your account" you agree to the Lightspeed Systems® [Terms & Conditions](#)

[Forgot your password?](#)

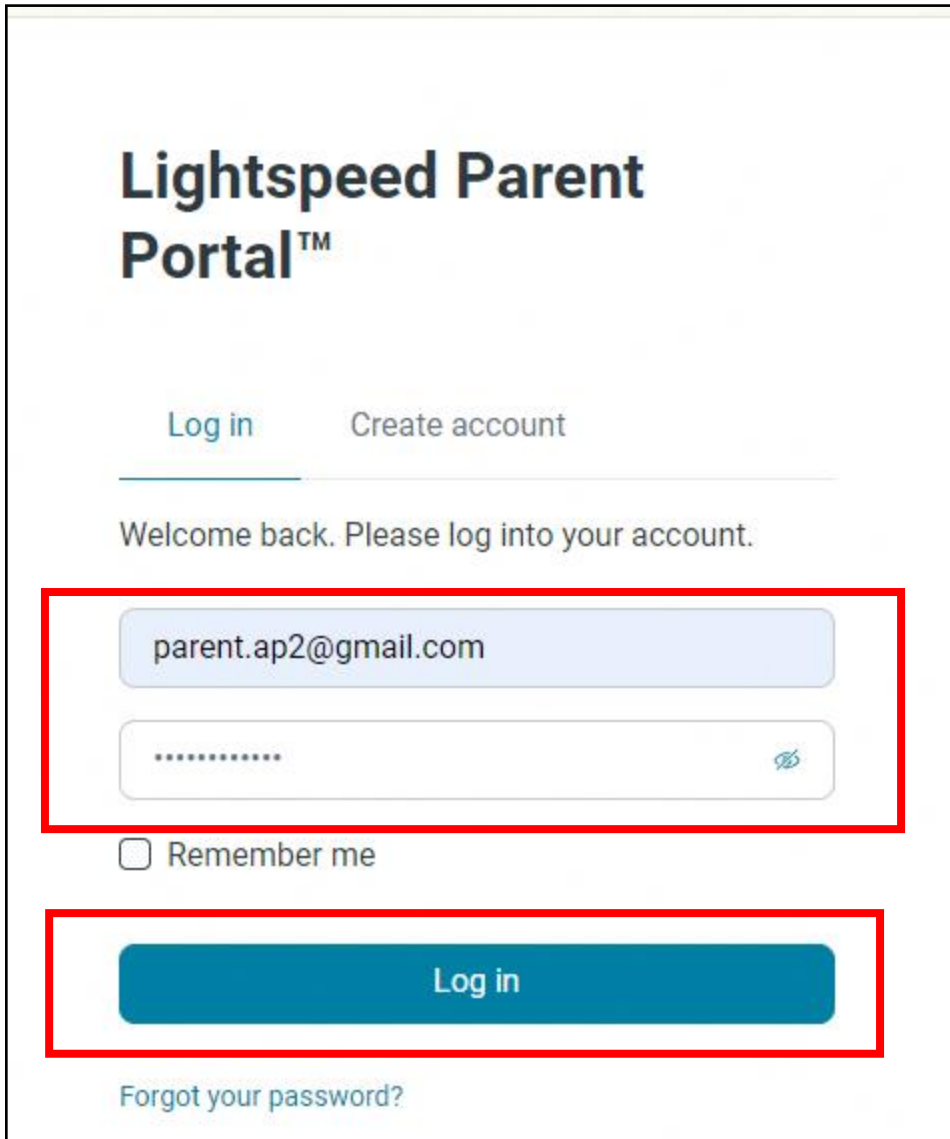
## 5. Email Verification:

- After creating your account**, you will receive a verification email from Lightspeed.
- Check your mailbox** for this email.
- 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



**Lightspeed Parent Portal™**

[Log in](#) [Create account](#)

Welcome back. Please log into your account.

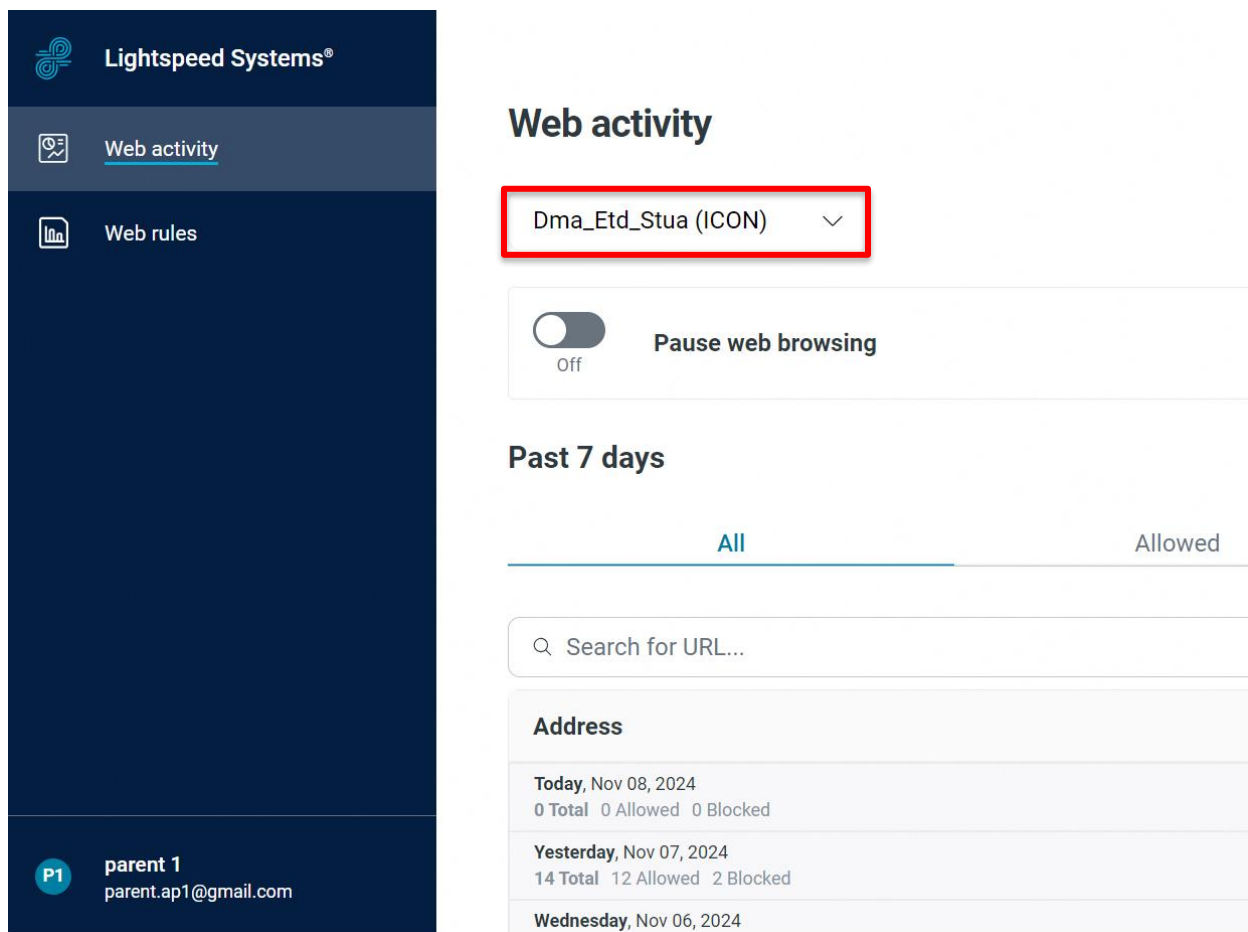


☐ Remember me

[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.



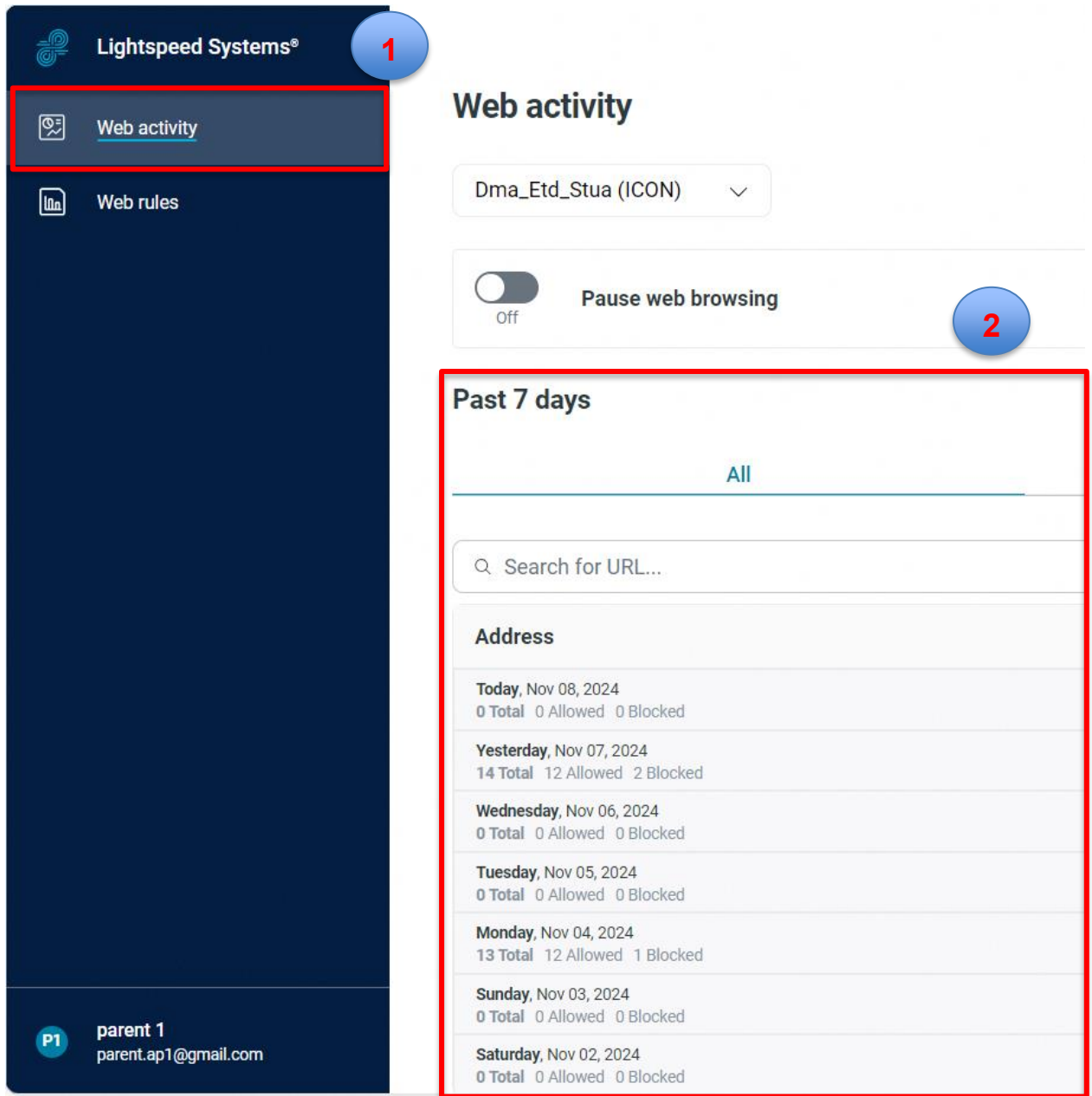
The screenshot shows the Lightspeed Systems web activity interface. On the left is a dark blue sidebar with the Lightspeed Systems logo at the top, followed by 'Web activity' (selected) and 'Web rules'. At the bottom of the sidebar is a user profile for 'parent 1' with email 'parent.ap1@gmail.com'. The main content area is titled 'Web activity' and features a dropdown menu showing 'Dma\_Etd\_Stua (ICON)' which is highlighted with a red box. Below this is a toggle switch for 'Pause web browsing' which is currently 'off'. Under the heading 'Past 7 days', there are two tabs: 'All' (active) and 'Allowed'. A search bar labeled 'Search for URL...' is present. Below the search bar is a table with the header 'Address' and three rows of data for the dates Nov 08, 2024, Nov 07, 2024, and Nov 06, 2024.

| Address                 |            |           |
|-------------------------|------------|-----------|
| 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

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



**Web activity**

Dma\_Etd\_Stua (ICON) ▼

☐ Off **Pause web browsing**

**Past 7 days**

All

Search for URL...

| Address                        | Total    | Allowed    | Blocked   |
|--------------------------------|----------|------------|-----------|
| <b>Today, Nov 08, 2024</b>     | 0 Total  | 0 Allowed  | 0 Blocked |
| <b>Yesterday, Nov 07, 2024</b> | 14 Total | 12 Allowed | 2 Blocked |
| <b>Wednesday, Nov 06, 2024</b> | 0 Total  | 0 Allowed  | 0 Blocked |
| <b>Tuesday, Nov 05, 2024</b>   | 0 Total  | 0 Allowed  | 0 Blocked |
| <b>Monday, Nov 04, 2024</b>    | 13 Total | 12 Allowed | 1 Blocked |
| <b>Sunday, Nov 03, 2024</b>    | 0 Total  | 0 Allowed  | 0 Blocked |
| <b>Saturday, Nov 02, 2024</b>  | 0 Total  | 0 Allowed  | 0 Blocked |

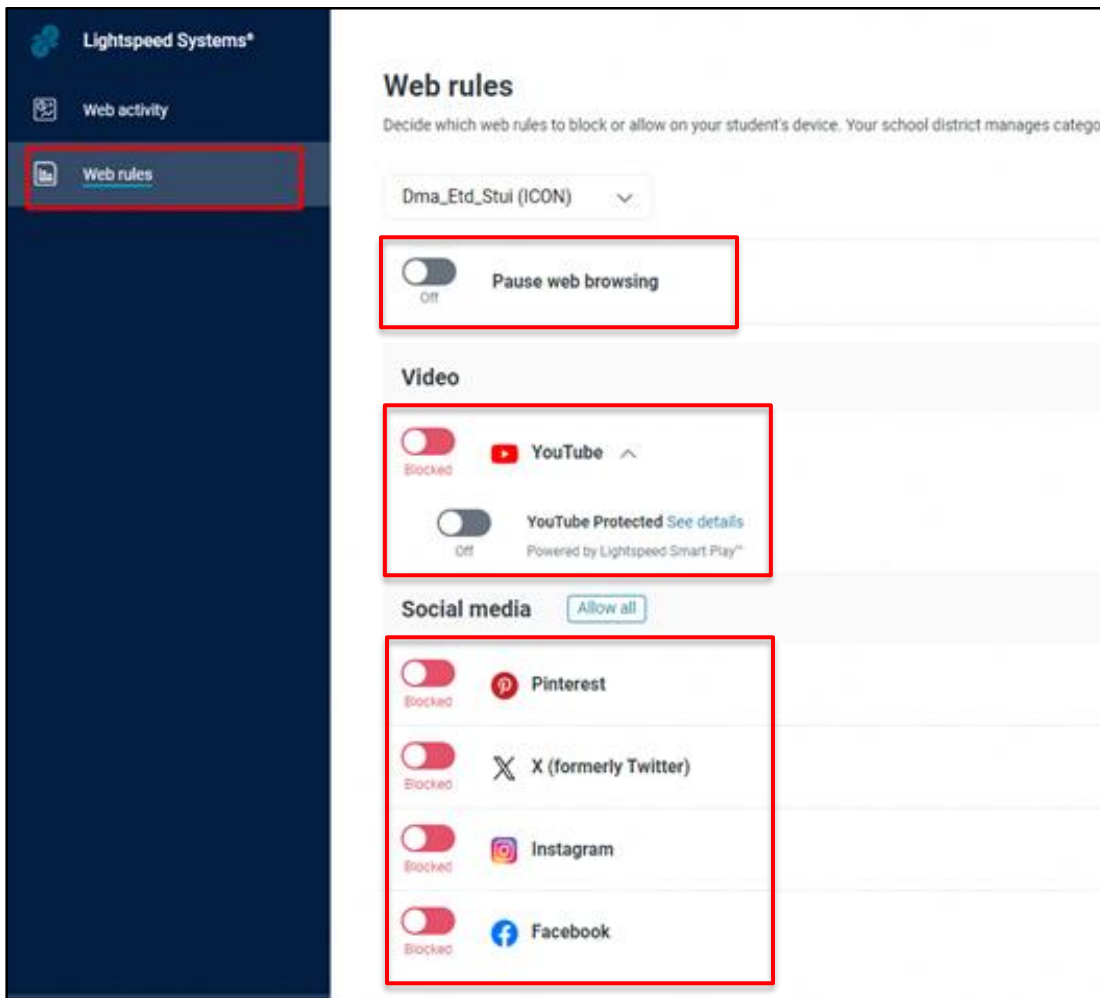
**P1** parent 1  
parent.ap1@gmail.com

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:

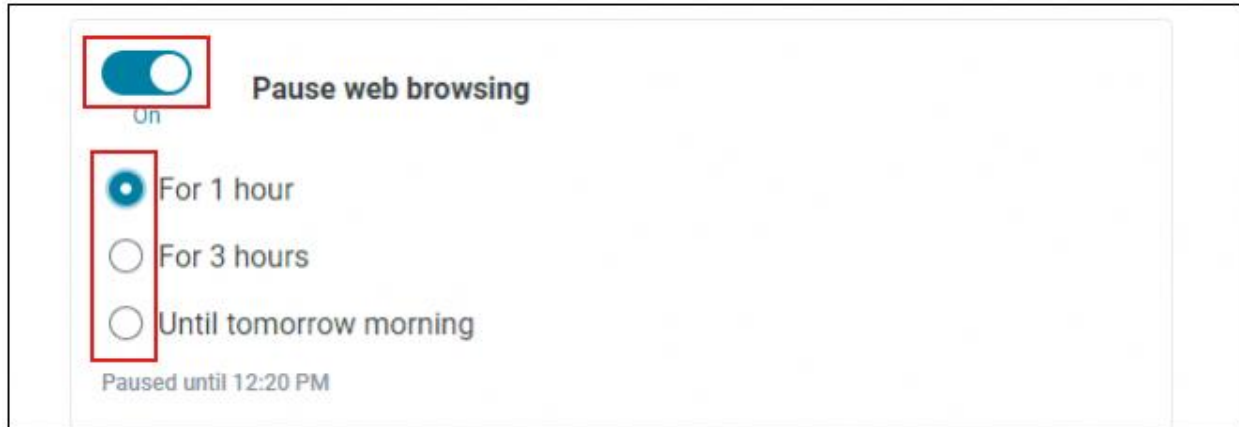
- Pause web browsing: Temporarily pause internet access.
- Video (YouTube): Restrict access to YouTube videos.
- Social media: Allow all, block all or customise access to popular social media platforms. The 'Manage Social Media' chapter of the guide will provide more information.



## 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.

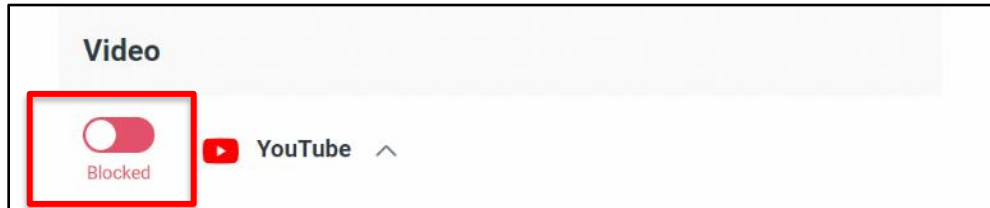


Note: Same steps can be done under Web Activity to **Pause web browsing**.

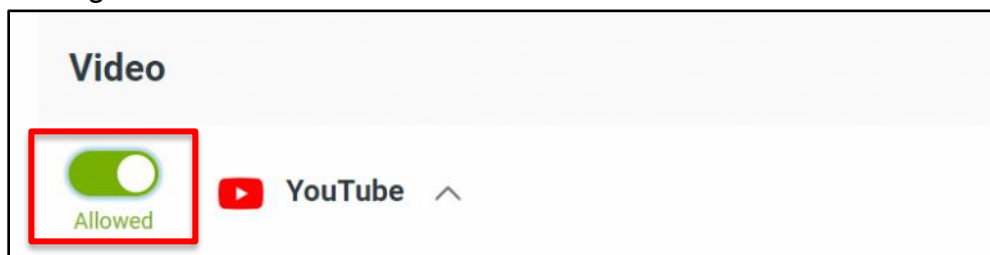
## 8.2 Manage YouTube Access

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.



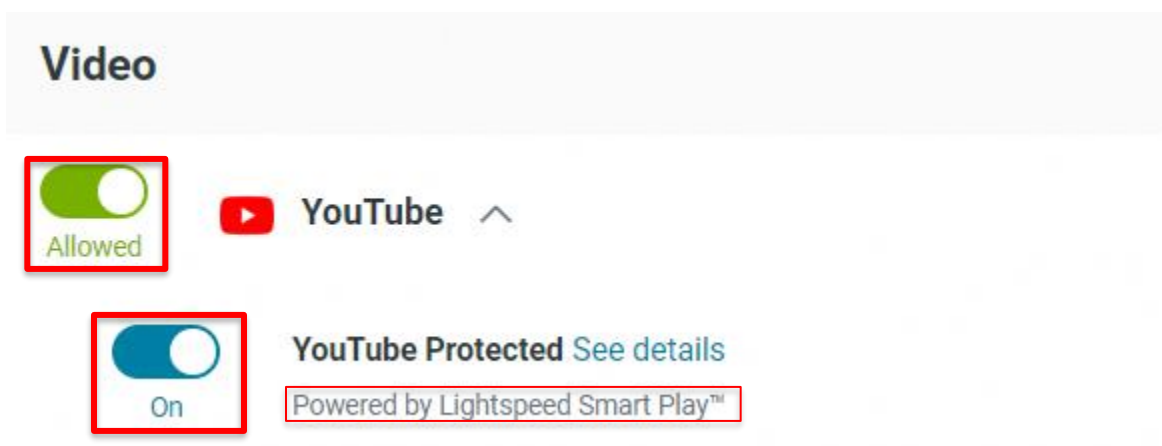
Setting to **Allowed** will allow access to YouTube.



**YouTube Protected:** Allow educational YouTube content only.

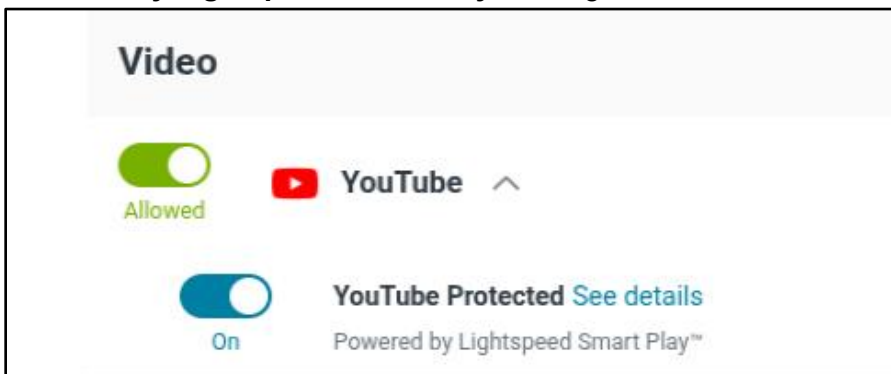
Lightspeed Smart Play is a child-friendly YouTube filter designed to provide a safe viewing experience. It blocks mature content and hides inappropriate thumbnails.

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

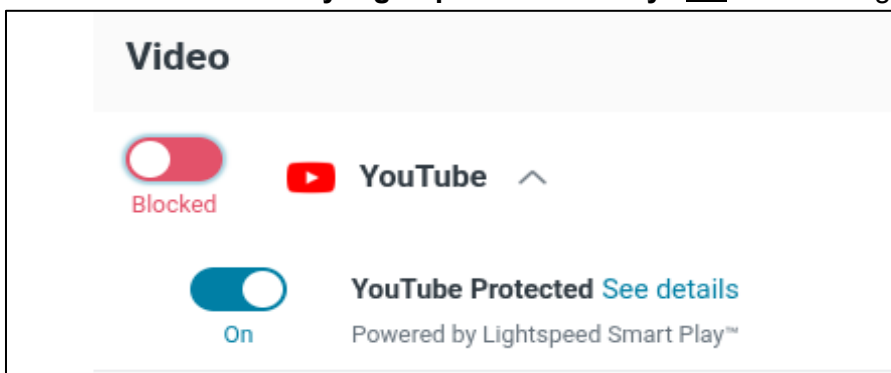


There are three configuration options for managing student YouTube access

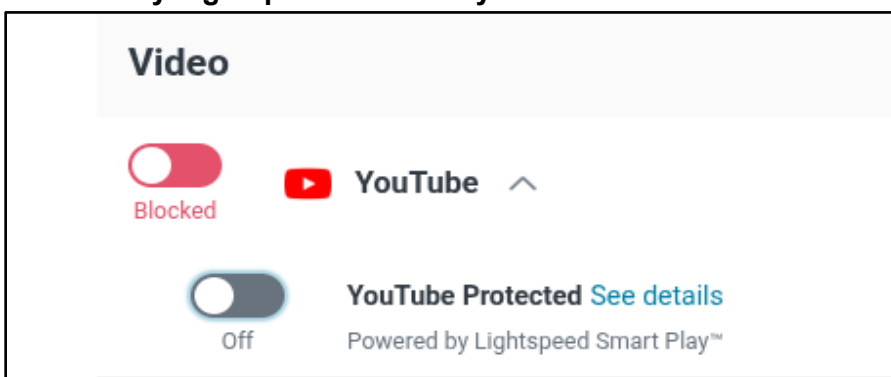
1. For protected YouTube access, switch on both **"YouTube"** and **"YouTube Protected -- Powered by Lightspeed Smart Play"** settings:



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

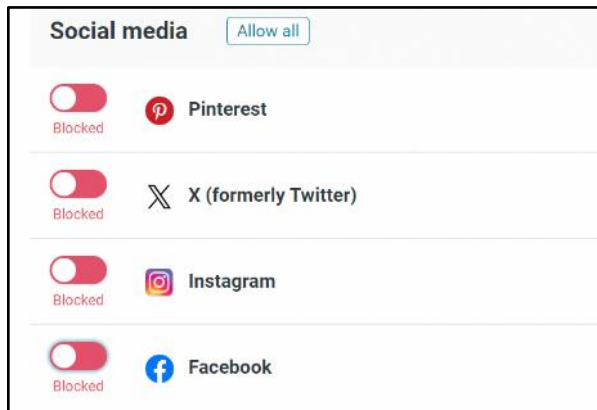
You can toggle on or off to regulate your child's/ward's access to the specific common social media sites.

Choose one of the following options:

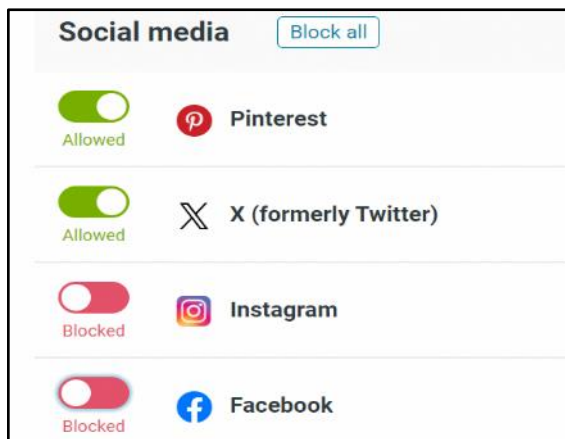
- a. **Allow All:** Permit access to the social media sites listed



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

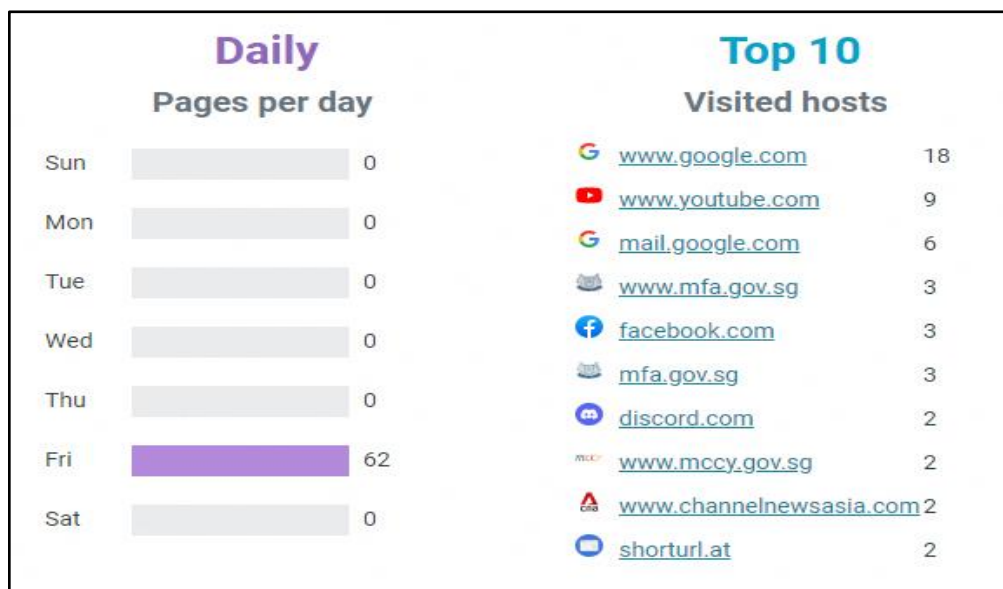
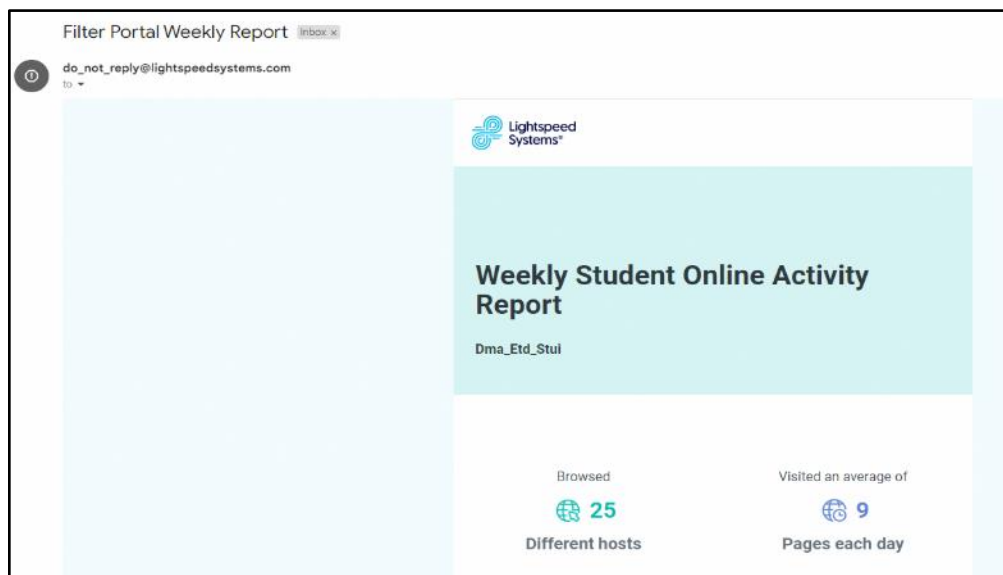


- c. **Customise:** Access given to specific social media platforms.

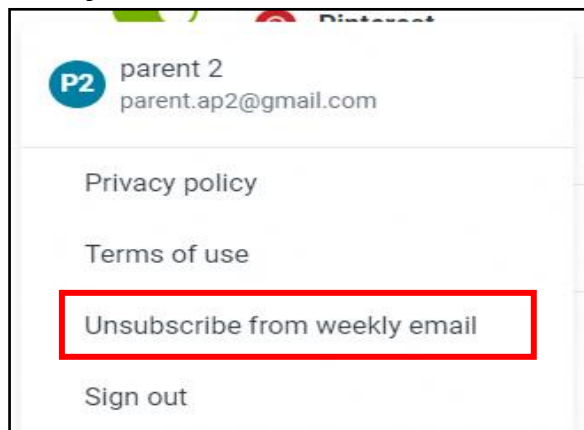


## Section 9: Weekly Reports

**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](mailto:do_not_reply@lightspeedsystems.com)). An example of the summary is as follows:

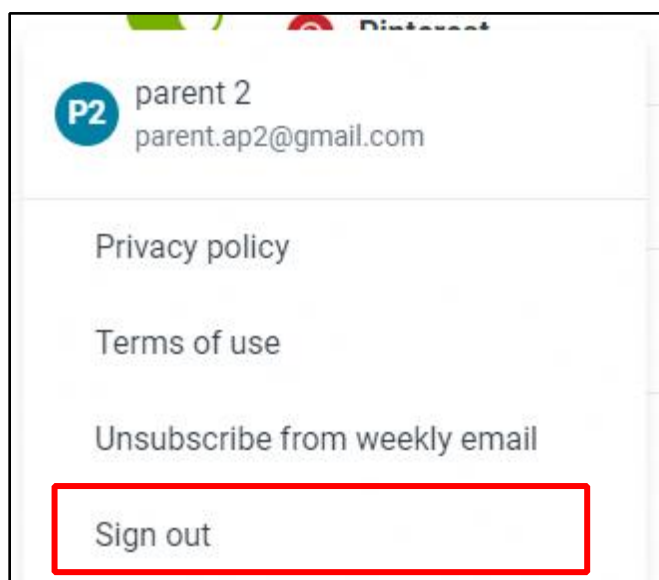
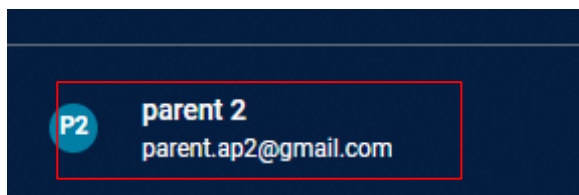


To stop receiving the Filter Portal Weekly Report, click on “Unsubscribe from the weekly email”.



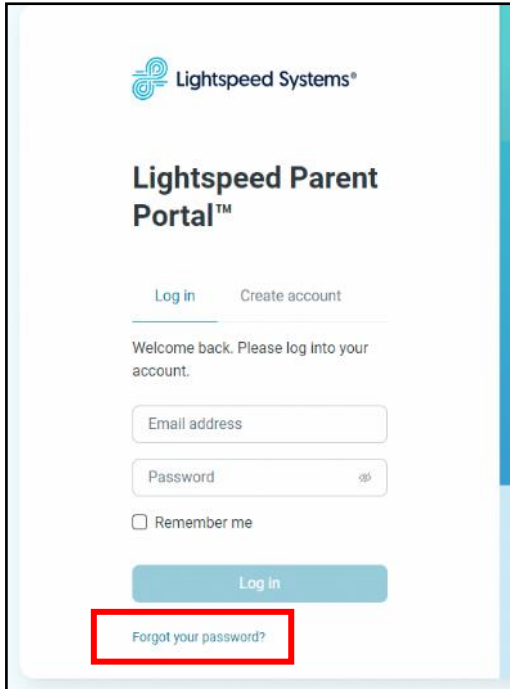
## Section 10: Sign out

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



## 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

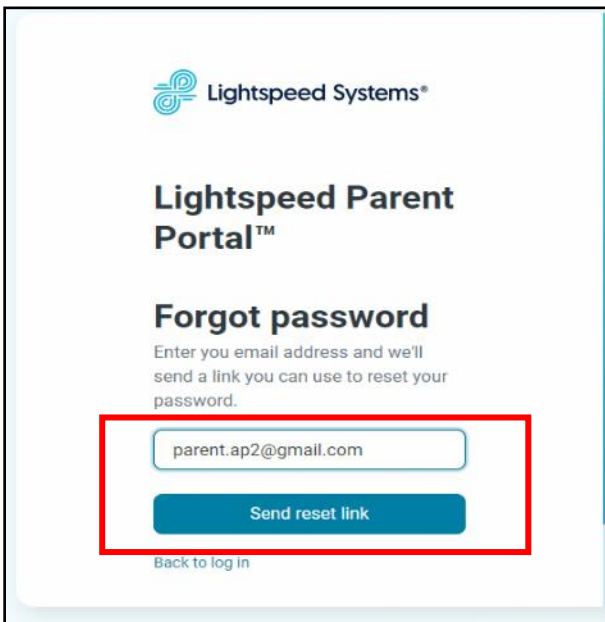
Password

☐ Remember me

[Log in](#)

[Forgot your password?](#)

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



**Lightspeed Parent Portal™**

**Forgot password**

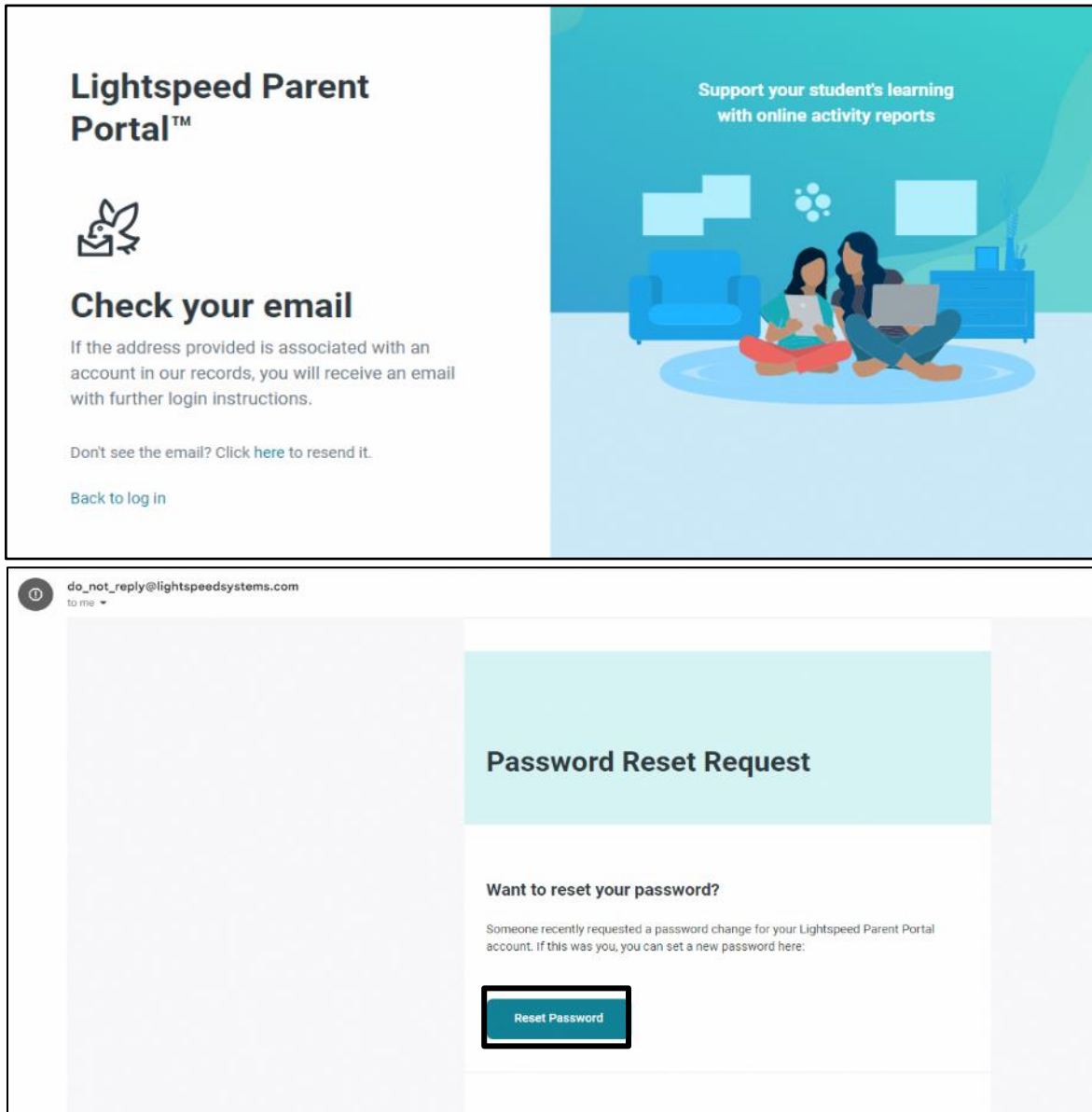
Enter your email address and we'll send a link you can use to reset your password.

parent.ap2@gmail.com

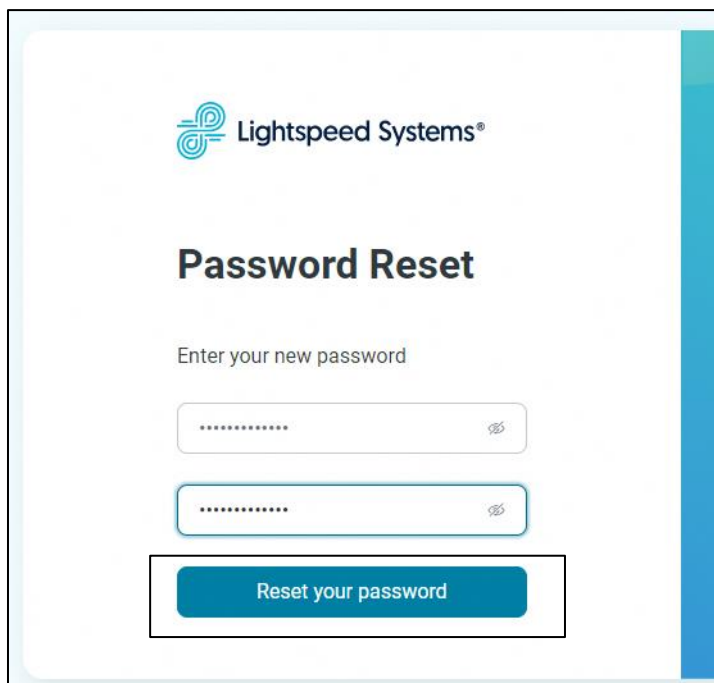
[Send reset link](#)

[Back to log in](#)

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

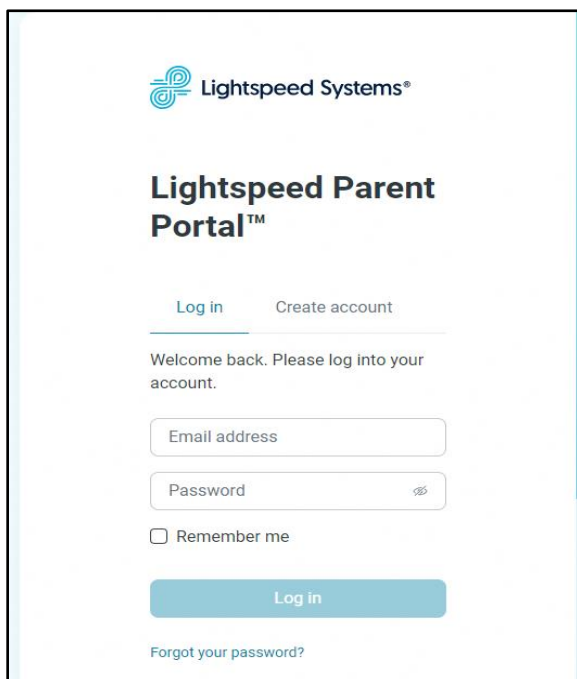


4. **Enter your new password** to reset your password.



The screenshot shows the 'Password Reset' page of the Lightspeed Systems portal. At the top is the Lightspeed Systems logo. Below it, the title 'Password Reset' is displayed. The instruction 'Enter your new password' is followed by two password input fields, each with a strength indicator icon. At the bottom is a blue 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' login page. At the top is the Lightspeed Systems logo. Below it, the title 'Lightspeed Parent Portal™' is displayed. There are two tabs: 'Log in' (selected) and 'Create account'. Below the tabs, the text 'Welcome back. Please log into your account.' is shown. There are two input fields: 'Email address' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom is a blue button labeled 'Log in'. A link 'Forgot your password?' is located 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.**