

# E-SAFETY RESOURCES



# CREATING USER ACCOUNTS



## Step By Step

**1.** Click the Windows Orb to open the Start Menu and click Control Panel.

**2.** If you are using the Classic View, click the icon labelled "User Accounts." It is usually accompanied by an icon of two cartoon people. If you are using the new control panel that is the standard in Vista and Windows 7, click the "Add or remove user accounts" text under the "User Accounts and Family Safety" heading. This will take you to the Manage Accounts



screen, which will allow you to modify your user accounts later by adding a password and changing the access settings.

**3.** Click the "Create a new account" text under the large box displaying the current users.

**4.** Label the new account with the appropriate name. Give each user account a name that accurately describes what it will be used for. For instance, if one account is for adults and another is for children, label the new account "Kids."



**5.** Choose the account type. There are two options here, a Standard Account, and an Administrator Account. A Standard Account will be able to access programs and install and remove programs, but will not be able to make changes that will affect all of the users or which may jeopardize the security of the computer. Administrator Accounts have complete control over the computer; however, it may require password verification to prevent unwanted alterations to the system.

**6.** Add a password to the account by clicking on the desired account on the Manage Accounts screen. Click the "Create a password" text, and then enter the appropriate information in the boxes provided. Click the Create Password button to complete the process. Our advice, however, would be to have a password for your administrator account but to leave your children's accounts as password free.

# CREATING TIME LIMITS

## To control when children can use the computer

1. Open Parental Controls by clicking the **Start** button, clicking **Control Panel**, and then, under **User Accounts and Family Safety**, clicking **Set up parental controls for any user**. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.
2. Click the account that you want to set time limits for.
3. Under **Parental Controls**, click on, **enforce current settings**.
4. Click **Time limits**.
5. In the grid, click and drag the hours you want to block or allow.



# INTERNET FILTERS

Internet filters can be a very good way to block potentially harmful content (although no filter system is perfect). There are programs available to buy, but most ISPs (an ISP is your Internet Service Provider - such as BT) provide their own internet filters/parental controls free of charge.

The site [www.saferinternet.org.uk](http://www.saferinternet.org.uk) has a very good section on how to set up these parental controls (see the image below)



How to set up the parental controls offered by BT



How to set up the parental controls offered by Sky



How to set up the parental controls offered by TalkTalk



How to set up the parental controls offered by Virgin Media



# Be smart on the internet

Childnet  
International

[www.childnet.com](http://www.childnet.com)



**S**

**SAFE**

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Information you find on the internet may not be true, or someone online may be lying about who they are.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

THINK  
U  
KNOW  
.CO.UK

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.



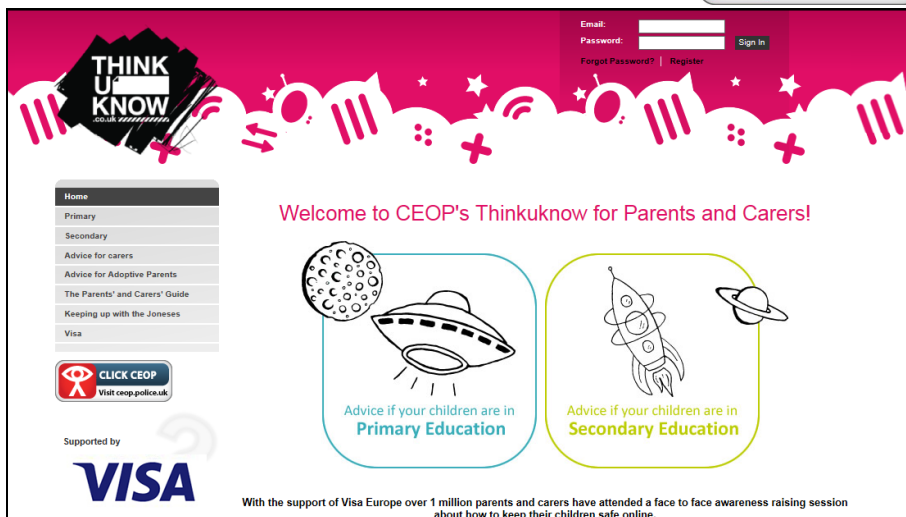
# USEFUL RESOURCES

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)



Useful advice about e-safety for parents and children. The parental section is especially good for practical tips on internet filtering.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



CEOP is the police's **Child Exploitation and Online Protection** agency. This site is particularly good for help and advice about the online danger from strangers.

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)



Kidsmart is an e-safety site with advice for children and parents. However, it's child friendly design makes it ideal to use when discussing e-safety with your children