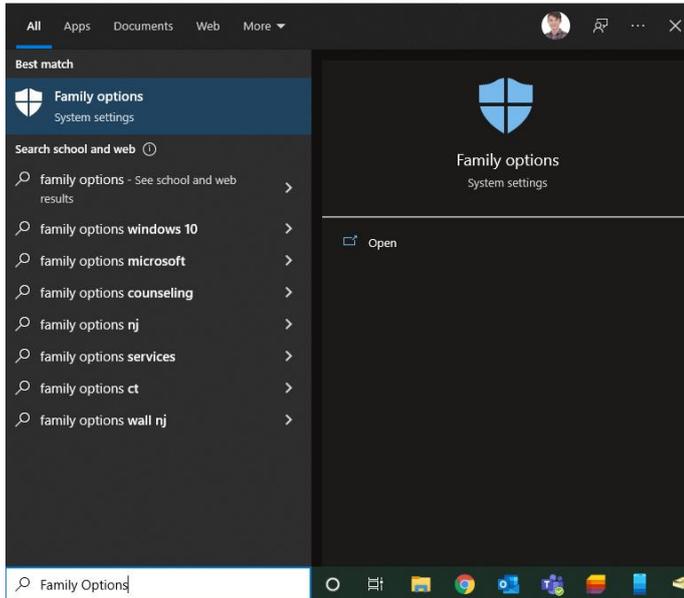
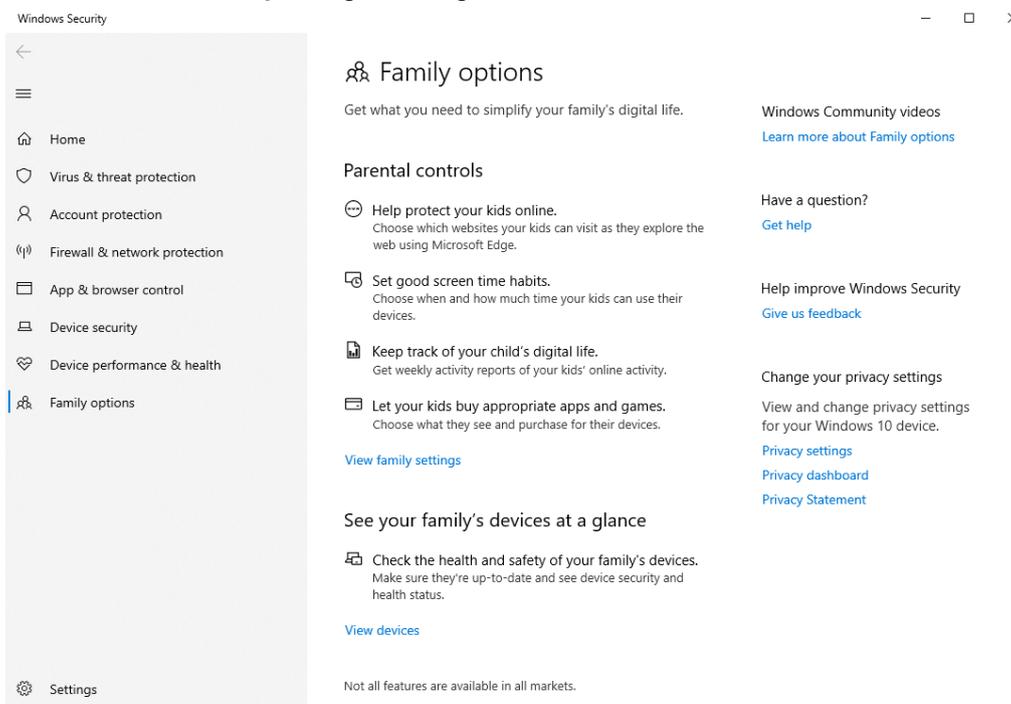


# How to set up parental controls on Windows

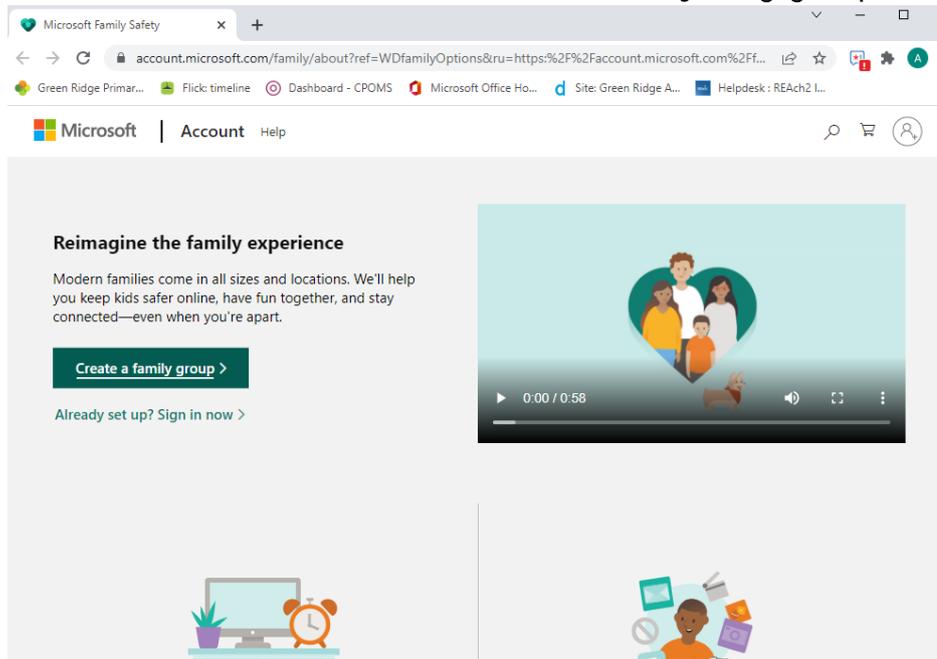
1. Press the windows button on the bottom left side of your keyboard and in the search box type “Family Options” Then click on the application that shows up.



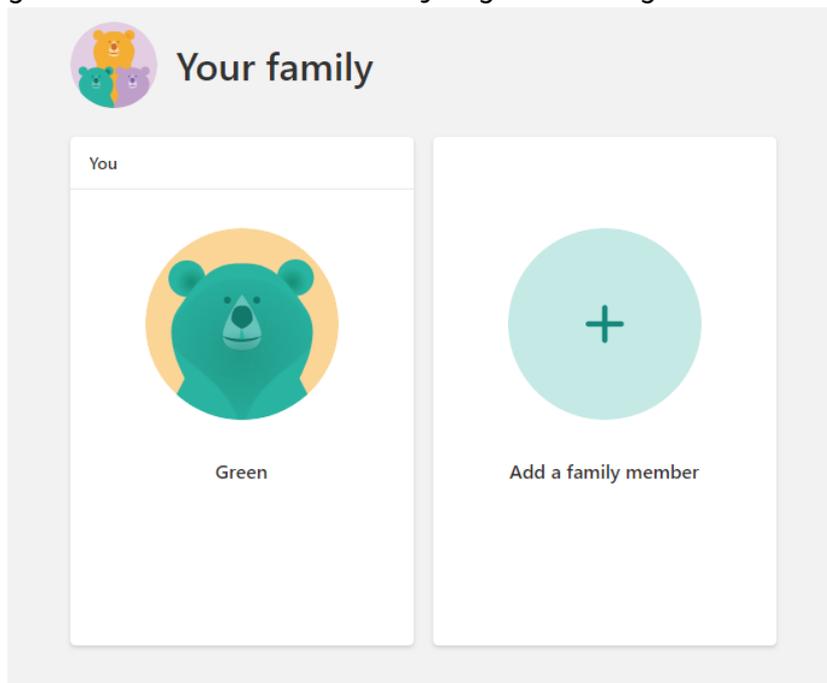
2. Then click “View family settings”



3. Your web browser should open up and the webpage in the image below should load. Once it does click on “Create a family group”



4. Next sign into your Microsoft account. (This should be your parent account you can manage your child’s account with)
5. We are now going to add your child’s account. Under “Your Family” press the big + button that says, “Add a family member” You will be asked to sign into a Microsoft account or you can create a new one if you don’t have an account for your child yet.



6. Once you have added your child's account you will be asked for a signature. You just need to type your name there but make sure you read everything on that page first.

chat with others and make friend connections. It also shares gamertag, usage data, and other info with third-party game and app publishers when your child interacts with those games or apps. You can manage your child's information and communications settings through the Family Safety page.

### Review the Legal Information

Microsoft collects personal information about your child with your consent. If you do not provide consent within 14 days, we will delete any personal information that we have collected about your child. By selecting "Yes, I agree" below, you give Microsoft permission to create a Microsoft account for your child, accept the [Microsoft Services Agreement](#) and [Microsoft Privacy Statement](#) on behalf of your child, and authorise Microsoft's collection, use, and disclosure of info about your child through Microsoft online services, products, and apps.

Your name  
**Green Ridge** [Update name](#)

Signature (re-type name)  
Green Ridge

[Yes, I agree](#)

7. If you want your child to be able to sign into non-Microsoft apps, make sure you tick the box in the image below.

Microsoft

greenridgeacademy@outlook.com

### Can Orange use non-Microsoft apps with this account?

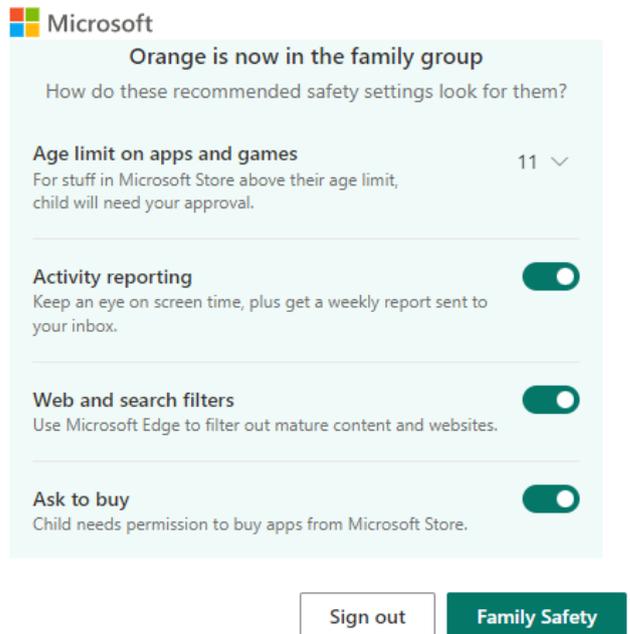
If you want, you can let your child use their new Microsoft account to sign in to games and apps that aren't published by Microsoft. If you don't allow, they'll only have access to sign in to apps published by Microsoft.

My child can sign in to non-Microsoft apps

By checking this box, you agree to let your child use their Microsoft account to sign in to games and apps that aren't published by Microsoft. These third-party apps may collect information from your child or allow your child to communicate with others. You can manage permissions for your child at any time from their Account Settings page.

[Continue](#)

8. You will then be able to adjust some safety settings for your child. I would leave everything enabled however make sure the age limit is correct. Then click on “Family Safety”



9. Now on your child's laptop if they already had an account and you added that account to your family you can skip forward to step 10 However if you have just made an account for your child or they are not signed in follow the steps bellow.

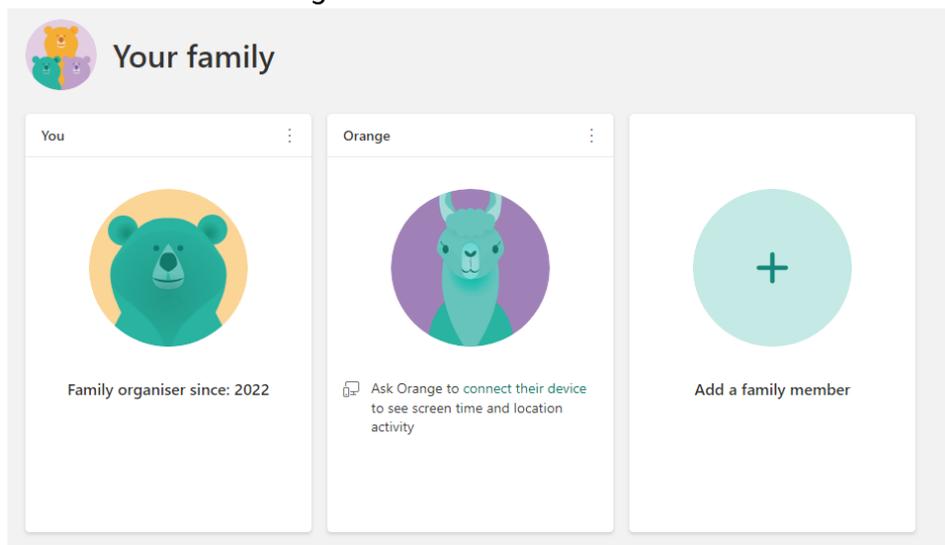
1. Go to **Windows Settings**
2. Go to **Accounts**
3. Go to **Family & other people**
4. Under **Your family**, select your child, then select **Allow**. Once they sign in, this device will appear in their connected devices.

Make sure your child's account is set as a standard user. Family features may not work properly if your child's account is set as an administrator.

10. Now head back to your family in your web browser. If you have closed this page, you can enter this link to get back there:

<https://account.microsoft.com/family/home>

11. Now click on your child's account.



12. On the left you should see 4 buttons “Overview”, “Screen time”, “Content filters” and spending.

- **Overview** is a quick way of seeing all the setting for your child's account.
- **Screen time** allows you to control how long your child can use their device.
- **Content filters** allows you to prevent your child from accessing inappropriate content
- **Spending** allows you to control what your child spends on their account and set limits

13. In your own time have a look around these 4 screens and adjust the settings to your preferences. If you need any more assistance, please feel free to email the school on the address

**admin@greenridgeacademy.co.uk** and our IT Technician will get back to you as soon as they can.