

Schedule 1 : Setting up Parental Controls

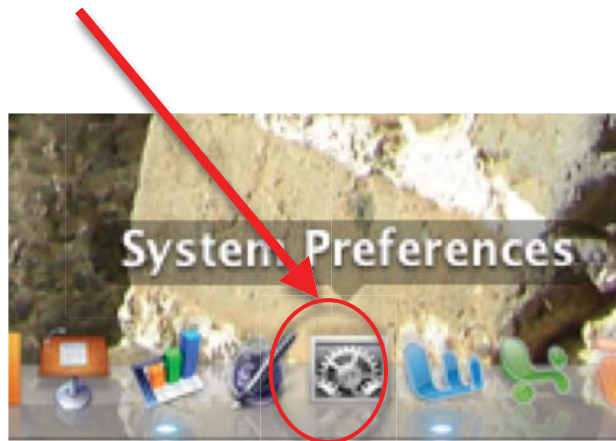
In order to apply Parental Controls to a user account, the computer must be setup with at least two accounts:

- an Administrator Account; and
- a Managed Account.

The computer will already have a password protected Administrator Account, and a password protected Managed Account, when you receive it. The instructions below will show you how to change the password of this Administrator Account (so that your child does not know it), and how setup and alterations can be made to the Managed Account that your child will use on the computer.

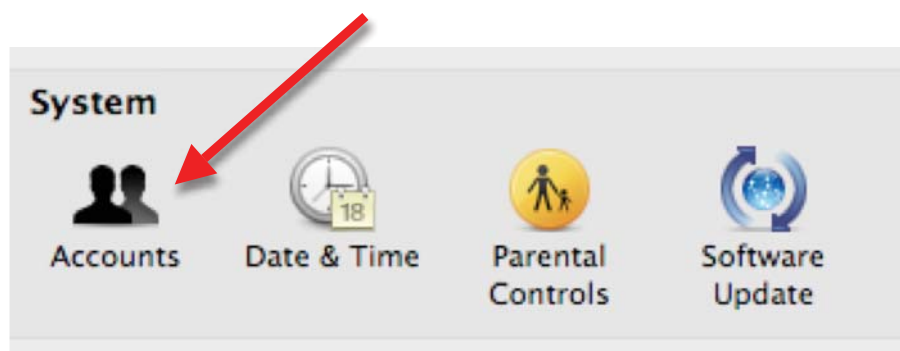
Step 1.

After you have logged into your MacBook computer, and can see your Desktop, the System Preferences icon should be visible in the dock along the bottom edge of the desktop. With the mouse pointer hovered over it, the display will read 'System Preferences'. Locate and single-click this icon. It may enlarge as you hover your mouse over it as well.



Step 2.

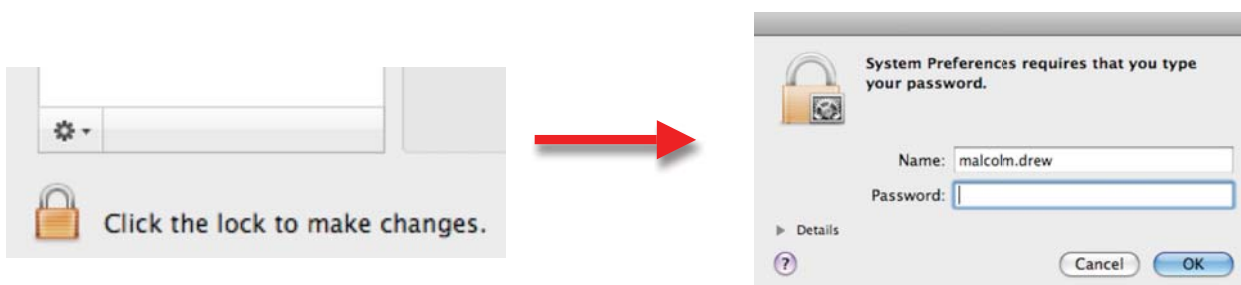
Once the System Preferences window is open, locate and single-click the Accounts icon within the window.



The window will change to show the Accounts settings. You can tell which settings window you are in by the name at the top of the window. It should now read 'Accounts'.

Step 3.

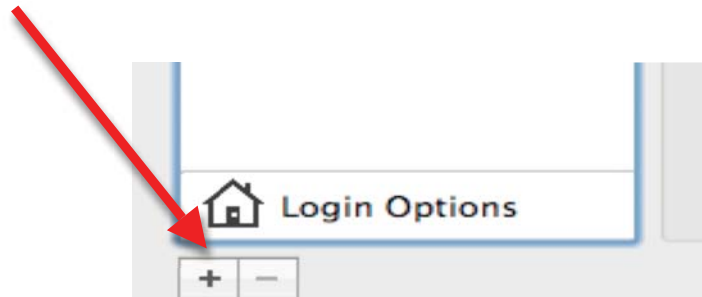
Setting changes on a Mac computer require you to 'unlock' the preference pane by clicking on the image of a closed lock, and providing an administrator user name and password. The lock is located in the bottom left corner of the Accounts window.



Your laptop has already been setup with one Managed Account. Steps 4 and 5 show you how to make additional accounts, if you desire.

Step 4.

After entering your username and password, new accounts can be added by clicking the '+' button in the bottom left corner (above the lock, which should now be open). One Managed Account has already been added for you.



Step 5.

When setting up a new account with parental controls, you would choose Managed with Parental Controls from the drop down menu (this has been done to the Managed Account created for you).

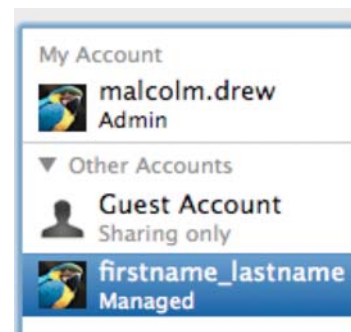


Then proceed to fill in the other fields as you desire (the student will need to know the password from this section):



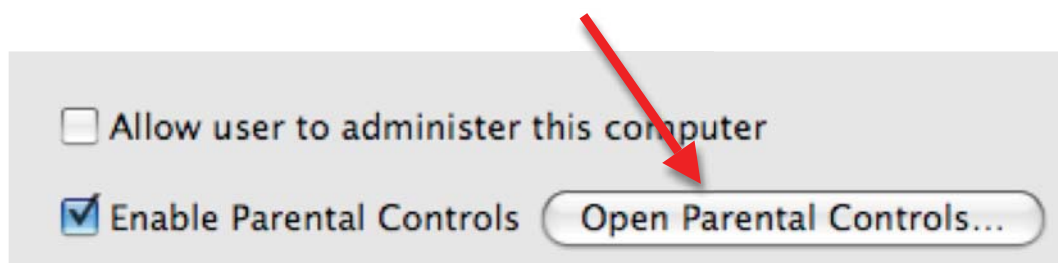
Once you are finished filling the fields, click the Create Account button.

You should now see an account list similar to this one, with your account as Admin and a student account as Managed.



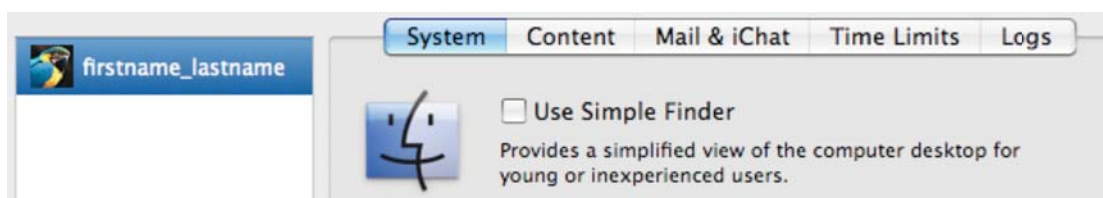
Step 6.

With the Managed Account selected, the tick-box option, Enable Parental Controls, should already be ticked. Click on the Open Parental Controls button to its right.



Step 7.

You should now be in the Parental Controls window. Click on the account name to show the customizable settings for the account.



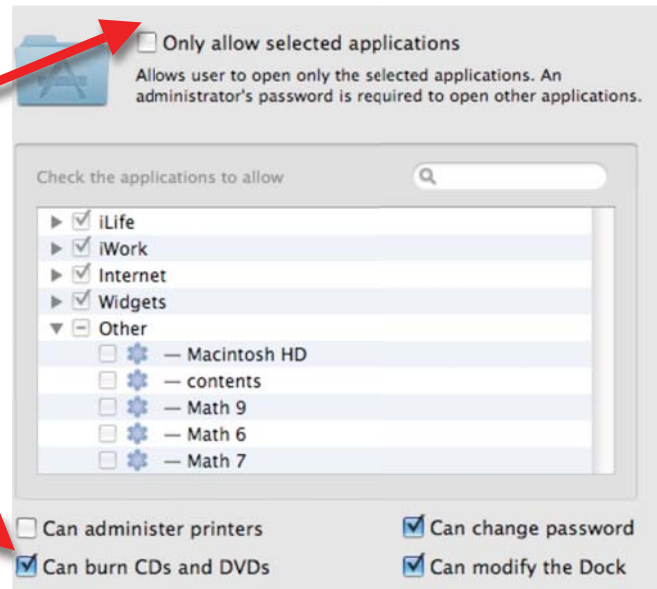
You will notice that there are 5 menus listed across the top of the window: System, Content, Mail&Chat, Time Limits, and Logs. In the following steps we will give some advice and recommendations about some of the options found in these menus.

Step 8.

System tab. In this tab you may control the applications that the student can access on the computer. We recommend that you **do not** select this option at this time, as many teachers will have different and varying requirements for the programs in their classes.

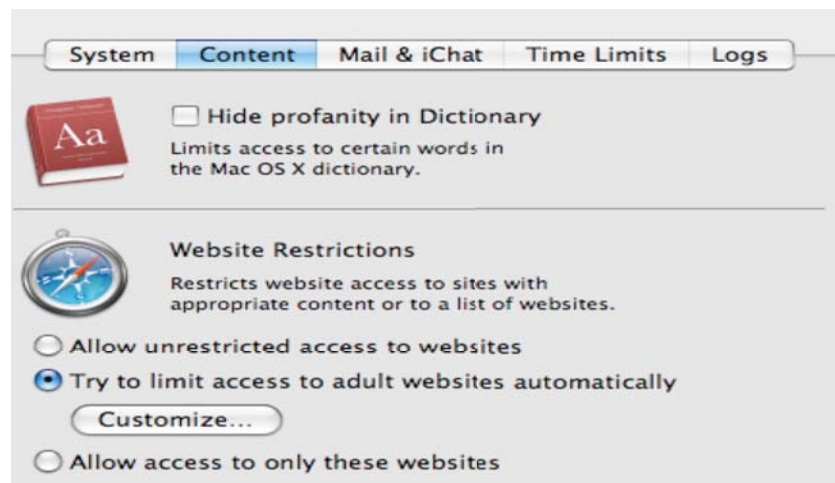
Please leave this box **unchecked**.

The bottom tick-boxes can stay in their default arrangement.



Step 9.

Content tab. In this tab you may control the websites that the student may access on the Internet. If you choose to apply a limitation here, we recommend you use the middle option as shown below. Please do not use the third option, as this would impose too great a limit on Internet research. With the second option, by clicking on Customize you can add websites such as Facebook or Youtube, to the filter to prevent student access. You need to type the entire Internet address of the site you wish to block in the Customize window.



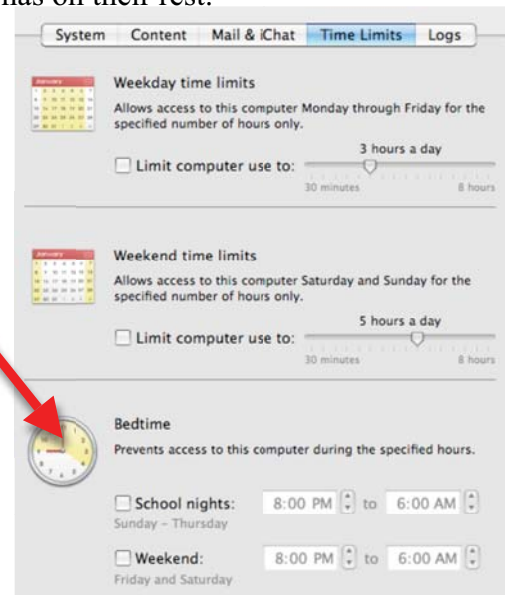
Step 10.

Mail&iChat. In this tab, please do not add any restrictions that would prevent students from sharing their work with other students, or with their teachers through e-mail.

Step 11. Time Limits. This is a very useful tab! Here you can set limits to the number of hours of use allowed per day, and/or the time of day the computer can be used. We recommend a bedtime limitation due to the addictiveness and temptation for youths to use online gaming and chatting when they have access past bedtime, and the impact this has on their rest.

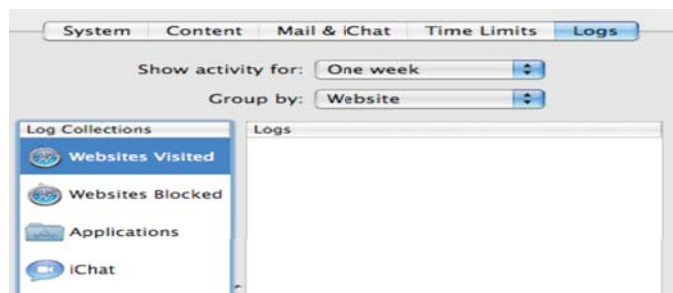
We recommend setting a Bedtime limit.

When a time limit approaches, the computer will prompt the user in order to allow an administrator (a parent) to extend the time limit if desired.



Step 12.

Logs tab. No modifications need to be made in this tab. This is an area that you can return to on occasion to monitor how the student account is being used. Once you know which websites are being used, this may aid in choosing websites to block under the Content tab, for example.



Step 13.

Finally, when using Parental Controls, please also remember to change the password of the Administrator Account to one the student does not know.

You can change the password by following the initial steps above to enter System Preference – Accounts, then click the Change Password button.