

Creating User Accounts for Mac

(Including setting up Parental Controls)

Why should I set up individual accounts for my children?

Children learn to log onto computers from a very early age. Ofsted, the schools inspectorate say that individual log ons should be used “for all but the very youngest children.” They learn to log on at school, and logging on at home is just an extension of this. It also teaches them a very valuable lesson, and that is that there is a need for responsibility when using computer systems.

From a parent or carer’s point of view, it allows you some control over when they can log on, and what they can see once they have logged on.

No automatic system can even keep your child safe online, so you also need an “Acceptable Use Agreement” with your child. This can be as simple as a poster that they design and pin on the fridge door. You can, as they grow older, refine it in the light of their and your experiences. Your child’s school’s Acceptable Use Policy is a good starting point and will cover many of the things you want to achieve at home too.

By doing this, you will be consolidating what they have learned in school, be developing in them a sense of responsibility to themselves and to you, and since exactly the same methods are used in Secondary Schools, Colleges, Universities and the workplace, it is merely a continuation of best practice into the home.

Is it very technical?

Not really. This booklet will take you step by step through how to set up an account on a Mac. **Please remember that Apple Stores may be able to help you to do this if you are not confident.**

It is also necessary to say that this guide just what it says - a guide. Your own Apple computers may already be set up in a way that the authors of this guide, and the school who handed it out do not know about. The authors and the school can accept no responsibility for errors occurring as a result of following this guide.

However the screen shots contained in this booklet came from a step-by-step set up of a user account on a Mac Airbook.

Let’s understand the terminology

There are terms used in this booklet that you need to understand.

Administrator. A computer will have at least one administrator account. An administrator can do anything on the computer. They can add or remove programmes, add or remove users, and limit what standard users can do on the computer. This is very useful. **A computer should only have a maximum of two administrators.**

Standard User. As the name suggests, a standard user can use the computer according to the permissions given by the administrator. They can be limited in what they can do both in terms of using the computer and when they can access it. This is very useful for young children. For example, you can set them a maximum number of hours they can use the computer for, and restrict it further by stating that they can only use it between 8:00am and 8:00pm.

Applications or Apps. Apple uses slightly different terminology to Windows. Windows uses “programs”, Apple uses “Apps” Essentially, there is no difference between a program or an app except that **great care needs to be exercised when downloading apps. There are many that are free to download, but not free to use. Always read the Terms of Use of every app carefully before you download and install it.** Some are genuinely free. An example of this is Kindle for Mac. Others are not.

Antivirus, antispyware, antimalware and firewall. Mac users have been protected from external attack since the inception of the software. While some companies such as Norton do offer anti virus suites for Mac, evidence to date suggests that Macs are not susceptible to attack. There are users who have had their Macs connected to the internet for decades with no evidence of attack whatsoever. An article in the magazine PC Adviser discusses this in more depth. <http://www.pcadvisor.co.uk/features/security/3418367/do-apple-need-antivirus-os-security-explained/> for further details. Alternatively, please check with your nearest Apple Store.

So, let's begin.

When you first set up your Mac, you will be guided through the initial setup. The system assumes that the first user will be and administrator. You will have the opportunity to set up a password. (If you didn't do this at the time, Appendix 1 at the end of this guide shows you how to do this.) After completing the setup, you will find yourself looking at a screen similar to this.

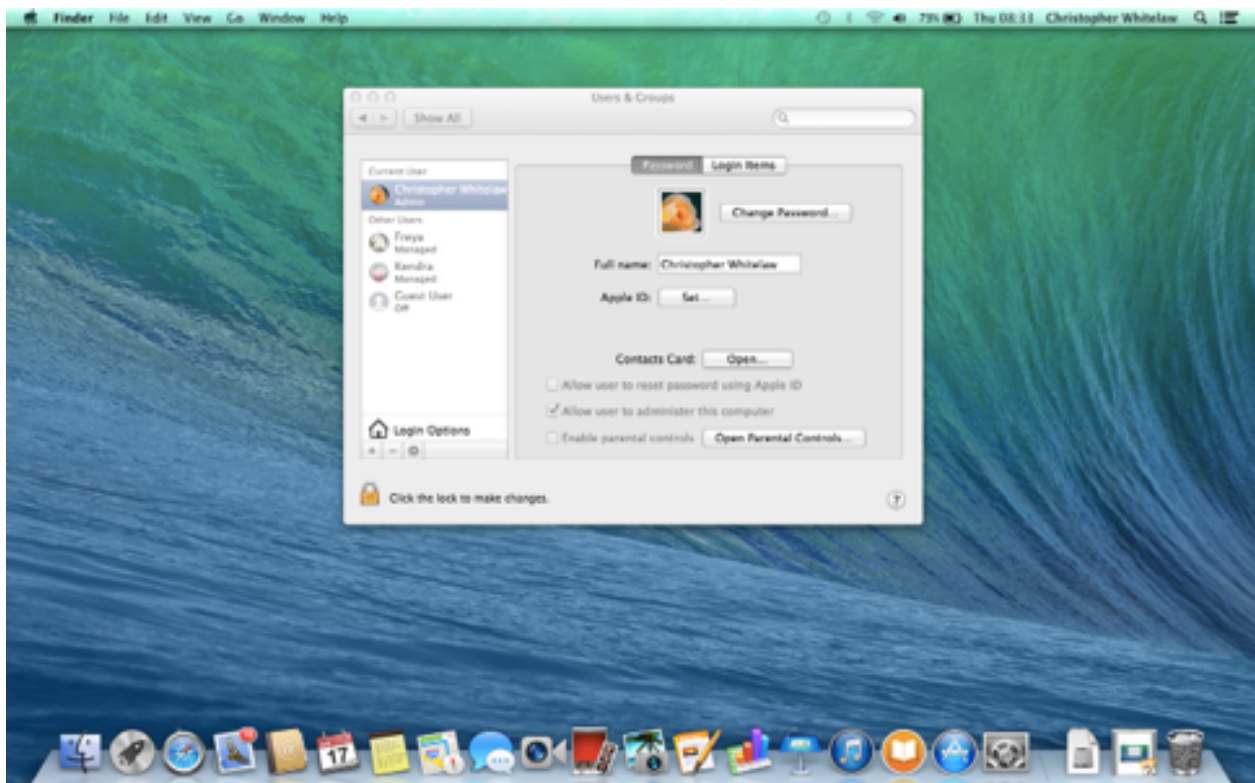


Next, we need the Settings Button.

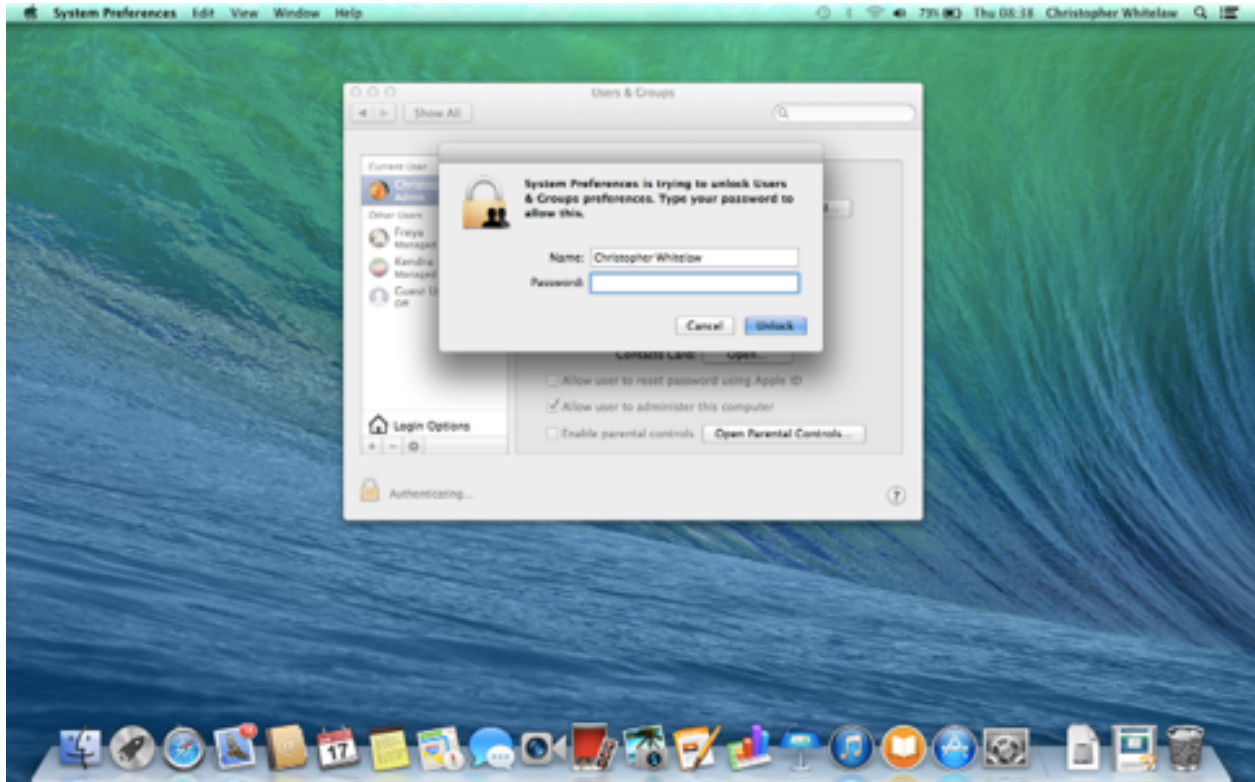
This brings us here.



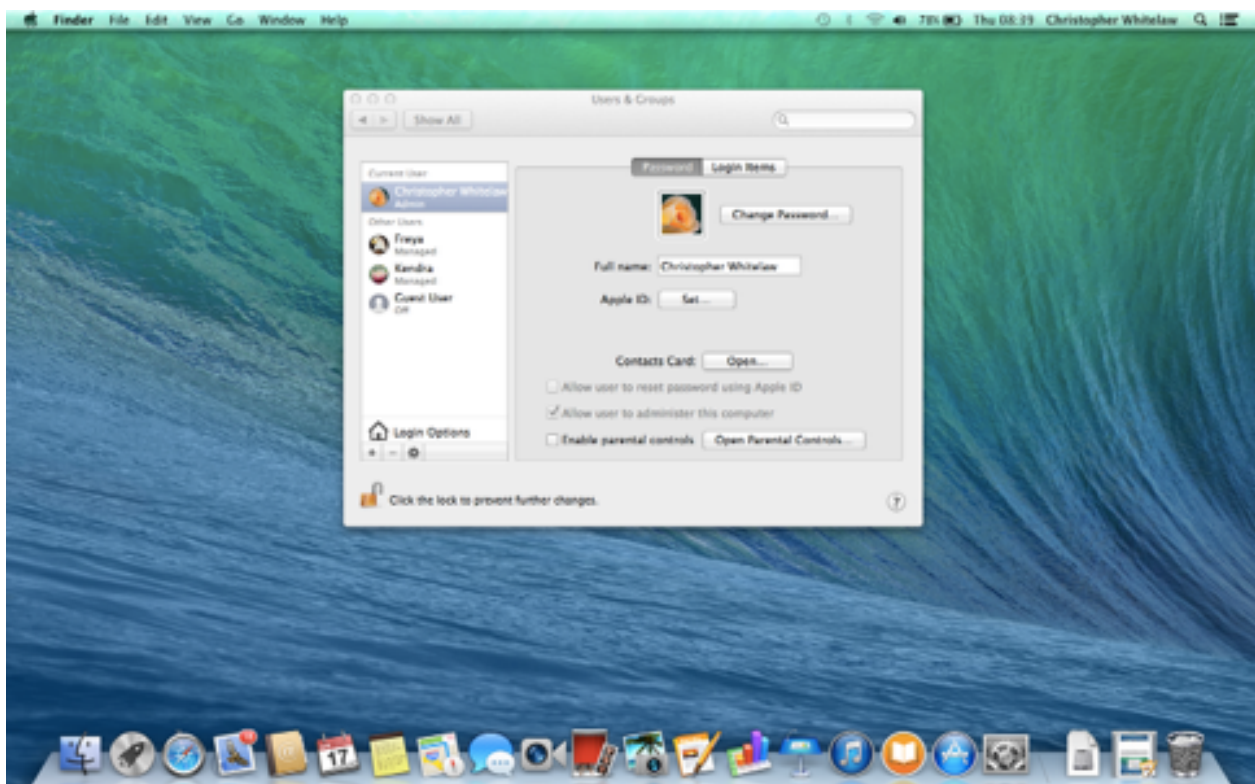
And we now want **Users & Groups**.



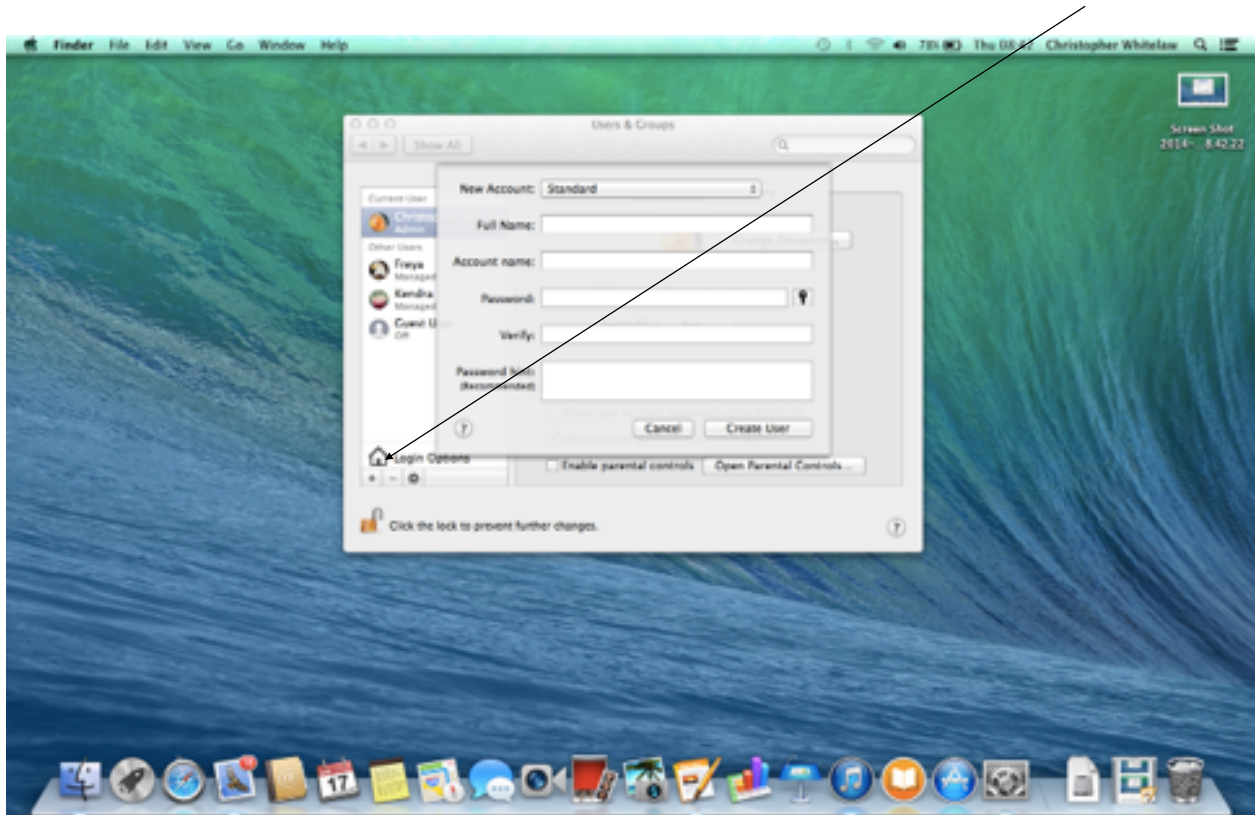
This page is worth looking at in greater detail. You will notice that the first user, the person who set up this Mac initially has the word **Admin** after their name. The other users listed here have the word **Managed** after their usernames. This means that the administrator of the machine gets to say how and when their account works. We will now add another account to this machine. **Note the little padlock at the bottom of the screen.** You will need to enter your admin password to unlock this screen and add your new user. If you didn't set an admin password, all you need to do is click on it. If you did set an Admin password, you will see this.



Enter your Administrator's Password and the padlock unlocks.



The sharp-eyed will also have noticed that the small + button, which was greyed out before, is now solid. This means we can add a user to this machine. We are going to add a user called “new”, but in reality, this would be your child’s name. **Click on the +**



We now see a page called New User Account. The first thing we need to do is look at the first field which is called **New Account**. By default it is set to “Standard”, however, we do not want this option. We want “Managed with Parental Controls.” Click on the up and down arrows at the side to change this option to **Managed with Parental Controls**.

Then:-

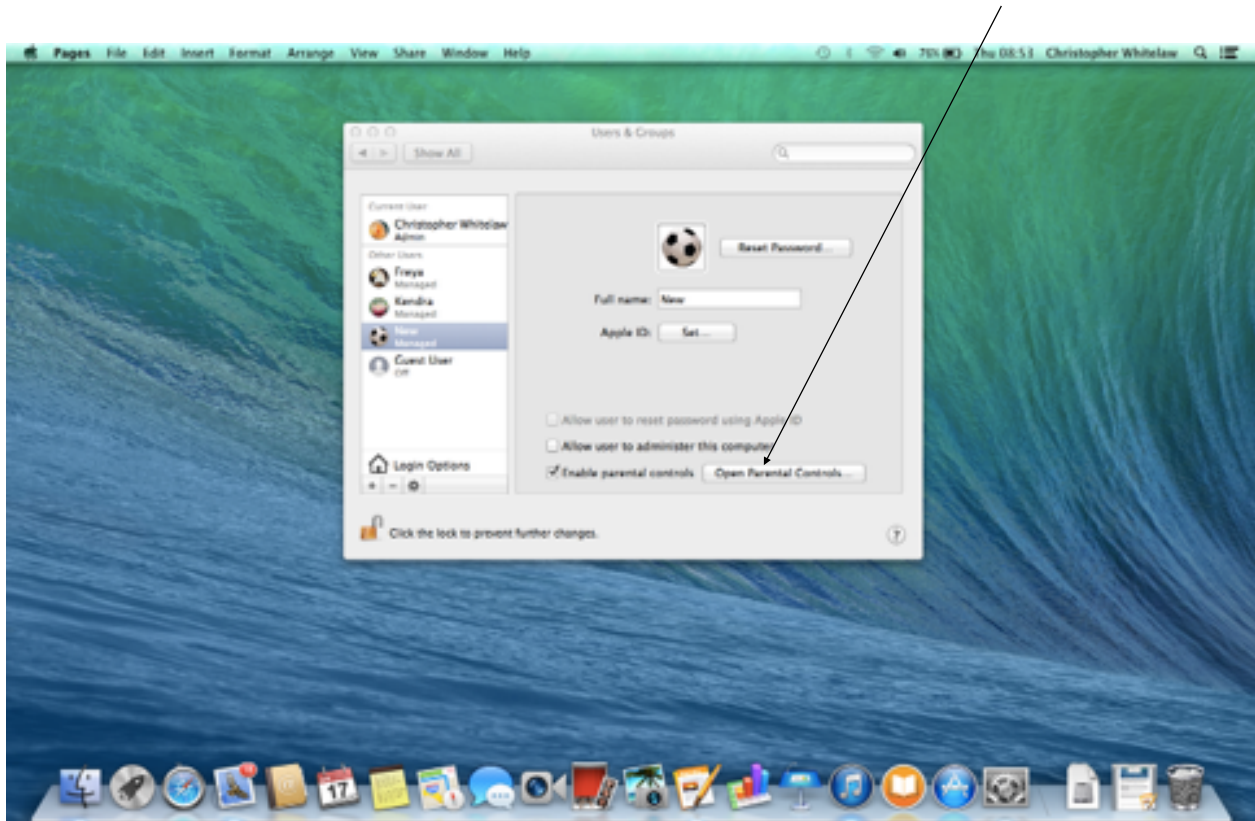
- * **Enter your child’s name**
- * **Enter a shortened version, or nickname. (This will be shown on the logon screen)**
- * **Let them choose a password.** (You may want to write down a password hint in the box provided. This will prompt you or your child if you both forget the original password. Remember though, as the computer administrator, you would be able to reset the password if you need to.)
- * **Enter the password again.**

Once you have done this, the **“Create User” button starts to flash**. Press it.

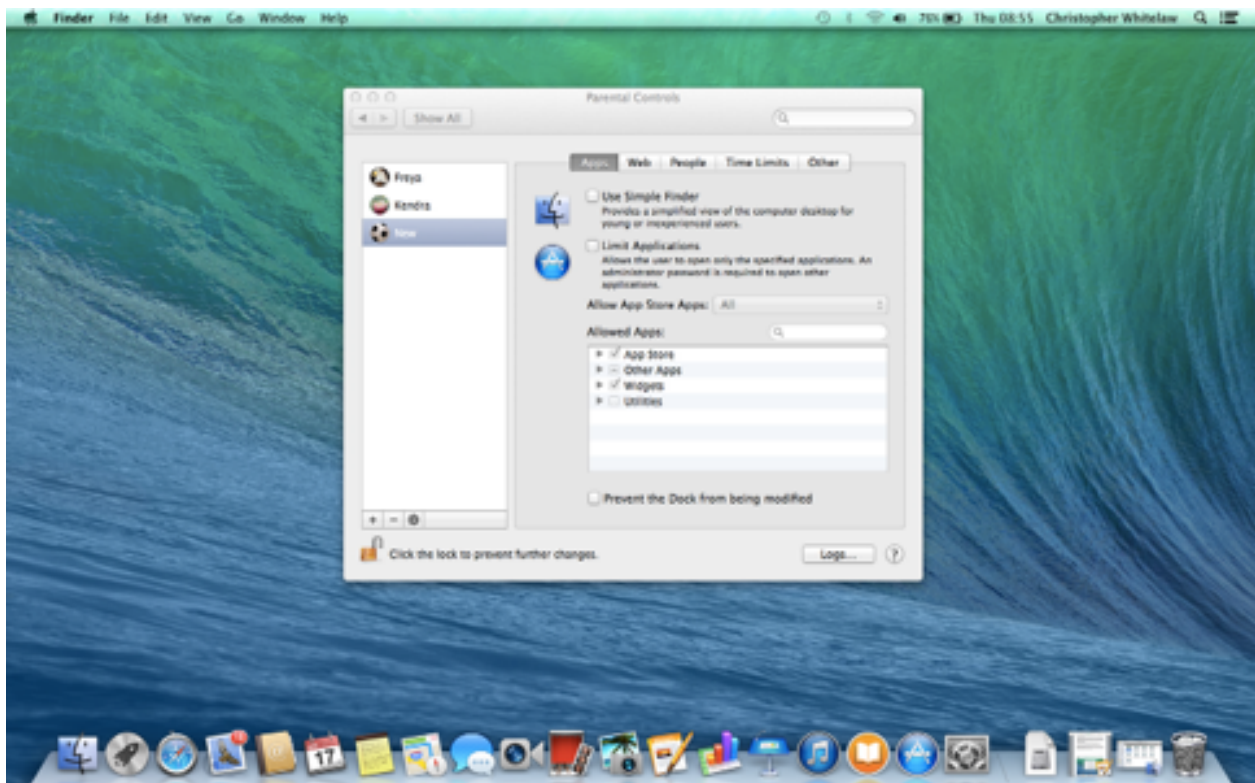
The system allocates an image to the account (You can change this if you want to).

Apple ID set We suggest that you do NOT give your child an Apple ID, as this allows them access to the App store and the iTunes music store. They can have an Apple ID if you wish, although we advise not entering a payment method. The setup of an Apple ID is not covered in this guide. The choice is, of course, yours.

We now want to set up the Parental Controls for this account, so click on **Open Parental Controls**. (You will need to enter your Admin Password again)



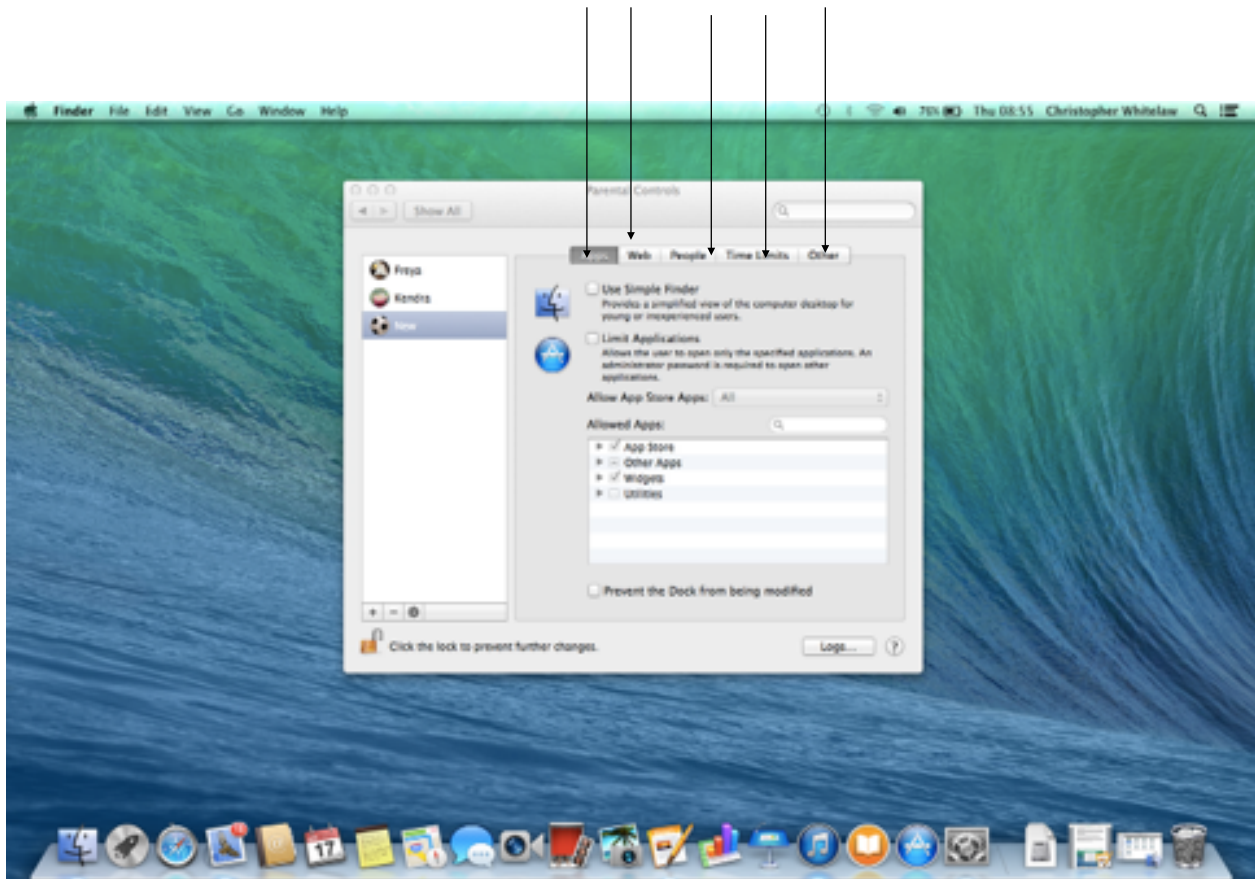
This opens the page where we can make changes to how this account will function. Take a look at it in detail



On the left we have a list of “Managed” accounts. (In your case, you are likely only to have this new one)

There are then “Tabs” that we need to look at in turn.

1 2 3 4 5



1 - APPS

1.1 Use Simple Finder This helps young or inexperienced users to navigate around the computer. It is helpful, but don't underestimate children's ability to cope with full-on desktops. They are often better at it than we might think, and we would not want to limit their abilities. Select it if you think it will help. You can always go back and undo it later.

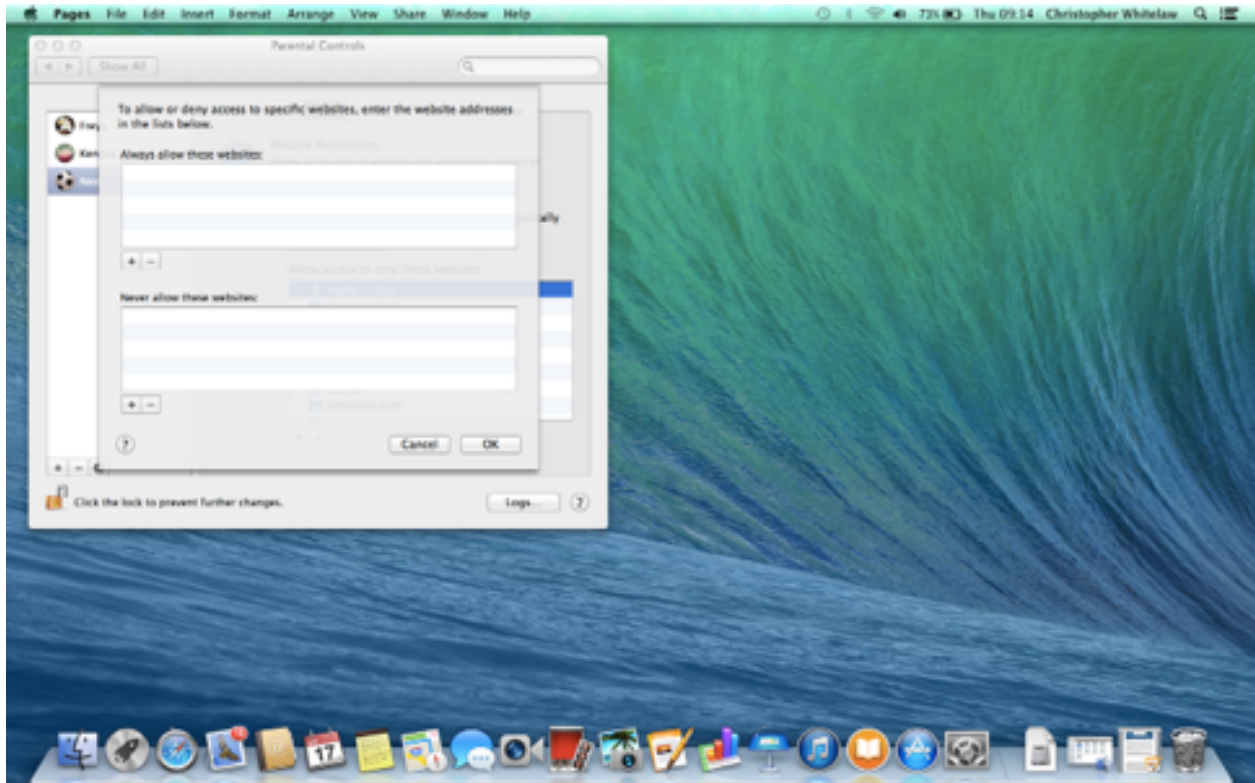
1.2 Limit Applications This offers you the choice to make only certain installed Apps available to your child. You may, for example, want to deny them iTunes, or the App Store icons. You can do this here.

2. Web. This is where you can make choices about where they can go on the internet. You can, if you wish block specific websites by address.

2.1 Allow unrestricted access to websites. Does exactly what it says. This gives your child access to the entire web with no attempt at filtering whatsoever. Before you move on, just consider this. There is no filter that can protect our children 100% from unpleasant activity on the internet. What we need to do is to teach our children to be discerning users

- that is the best protection of all. Filtering too much is not a good thing. For one, children will always find a way of seeing what they want to see, and to hide something is the best stimulus children can have to go looking. (There is always the sleepover at a friends house where the filtering may not be present at all!) However, many parents opt for the second button which states.....

2.2 Try to limit access to adult websites automatically. It will try to do exactly that, however, it cannot catch them all. Also, it is worth remembering that some predatory activity happens on sites specifically intended for children. Even Disney operated websites have had this problem. However, let's just look at the **Customize** button.



This allows you to list websites by address that you always want to allow, and similarly those which you always want to prohibit.

The final button is.....

2.3 Allow access to only these websites. This is the ultimate filter as it will only allow your child to go where you say they can go. However, this will not teach them to be E-safe in any meaningful way. While it does protect them, it only creates a false illusion of life on the internet, and could actually put them at risk when they have access to unrestricted use. It is there for you to use if you wish, however, we suggest doing so sparingly.

3. People

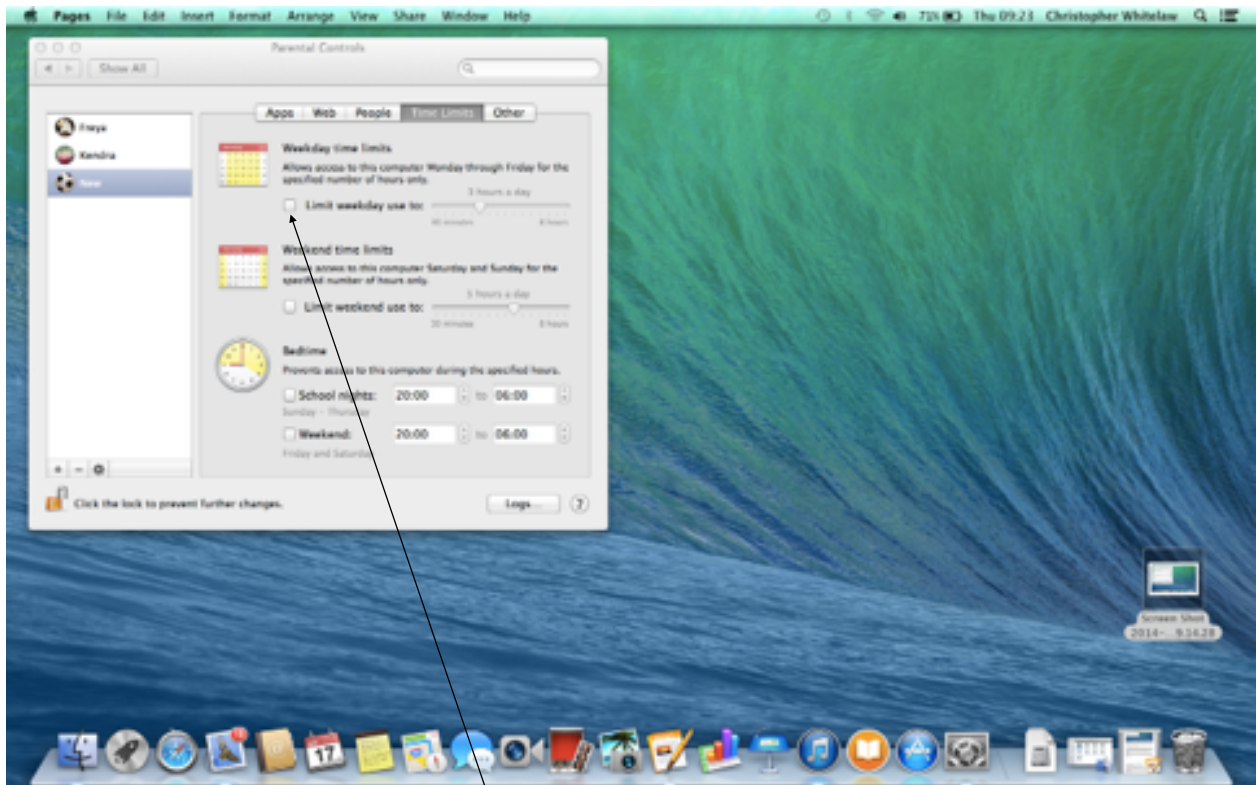
This tab allows you to make choices with regard to who your child can contact. For example, you can restrict them from joining Game Centers multiplayer games. (Recommended) You can allow or prohibit them adding Game Centre 'Friends' (This is recommended)

3.1 You can restrict them from getting emails from anyone outside their contact list (Recommended initially)

3.2 You can even name the contacts they can message.

Note the Logs button at the bottom. The system will keep a record of activity for specified periods of time. This is helpful for checking up should your child have had an incidence of cyber bullying or other unpleasantness. Many parents and carers select the “All” option here.

4.0 Time Limits.



This is wonderful! It allows you computer. You can set limits for:-

4.1 Weekday use

4.2 Weekend use

4.3 And limit when those permitted

Apple have done well with this. They weekend, but Sunday is a school night.

All you do is click in the small white boxes, and use the sliders to set the hours you want.

In the **Bedtime** area, you can set when in the morning their logon will start to work, and when in the evening it will stop. Rest assured, your child will not be surfing the night away with this in place!

ultimate peace of mind in when they can access the

hours of use can be accessed.

class Friday night and Saturday night as a

boxes, and use the sliders to set the hours

5.0 Other.

This tab give you some controls over other areas.



For example you can.

- 5.1 Disable the built-in camera.
- 5.2 Disable the microphone.
- 5.3 Hide any profanity in the dictionaries.
- 5.4 Limit what they can do with the printer.
- 5.5 Disable them changing their own password.
- 5.6 Limit whether or not they can burn CDs or DVDs.

Some of these need some explanation.

5.1 This is useful to prevent them engaging in video chats. Sometimes children can be asked to switch on their webcam. It is surprising how much information can be obtained through a simple camera. Disabling this means they won't be able to use FaceTime, or any other video-related activity. It does not disable the camera for your account.

5.2 Disables the microphone. There are voice-chat facilities, and of course, a microphone is necessary to use the dictation services of a Mac.

5.3 Many dictionaries contain offensive words. (Looking up rude words in dictionaries is a pastime familiar to many!) You can attempt to limit this here, however, please remember that many innocent words can also have alternative meanings. You won't catch them all.

5.4 Home printers are now quite complex. Some offer the users a facility to limit the amount of printing a user can have, and offer access to the printer's control setup interface. Disabling this for a child's account is a great idea! The last thing you need is to find that they have made changes to your printer setup accidentally.

5.5 Not allowing them to change their own password is an interesting area. On the one hand, for very young users, perhaps this is a good idea, but quite soon in schools, they will be taught to change their password regularly and as adults, using computers in the workplace there is often a requirement to do it every 90 days. Encourage them, when you feel they are old enough, to change their password, and their password reminder. It in no way limits you, as a computer administrator from accessing their account.

5.6 Some parents have found out the hard way the consequences of their children burning (copying) music CDs, Videos, and games. When they are old enough, you can factor this into your home Acceptable Use Agreement, but initially, denying them this option is healthy.

And Finally.....

The first time you set up a user account, it can be quite daunting. But like most things, it gets easier with time.

The ideal situation is:-

Every person in the household has their own, unique logon.

No-one shares logons - ever.

Each computer needs only one, or at the most two Administrators.

Children's accounts should be time limited and filtered up to a point.

Children need to understand that accessing the internet is not a right - it is a privilege and one that comes with increasing expectations of responsibilities.

And Finally Finally.....

Predatory activity happens. Identity theft, fraud, sexual predation - all are things we hear about regularly. The news only carries the most serious cases - many happen but never get reported. We must teach our children what "Red Light" questions are. These are any questions about themselves that put their face in a place and might enable someone to track them. They also need to be taught not to respond to questions about their bodies from people online. Ever.

The Copyright Act is something that music film and game producers are getting better at using. Burning copies of games, films and music is usually illegal. The manufacturers are getting very good at tracking when there is more than one copy of their film or music out there, and they can track it to the original purchase who could be held liable if they allow their music to be copied. There are many websites where children can obtain illegal music, games and films. Sometimes these websites claim that producers already make too much

money and that this is in some way a victimless crime. It isn't. We have seen cases of families prosecuted and fined many thousands of pounds for breach of copyright.

E-Safety - that is using all the wonderful benefits of living working and playing in an increasingly connected electronic world is always a changing playing field. Much depends on how we teach our children to be aware of the risks, confront them and manage them.

