Intro to Qustodio

Managing district-provided student devices at home



BATTLE GROUND PUBLIC SCHOOLS

Connecting every student to a successful future

What is Qustodio?

Qustodio is a parental control solution that makes it easier to keep your kids safe online. It enables you to supervise your children's device use so you can ensure they only view age-appropriate content and that they enjoy a positive online-offline balance.

Qustodio also offer research-backed advice on setting digital limits, talking to your children about staying safe online, and the safety ratings of the latest apps and trends.



Qustodio is a parental control solution that helps your kids stay safe and balanced online

What can I do with Qustodio?

- Keep an eye on what your kids are doing with the activity timeline and summaries
- Schedule screen-free times and set daily screen time limits
- Block inappropriate websites
- Monitor YouTube activity
- Monitor location and receive alerts
- Supervise activity across multiple devices and platforms

How do I get started?

Connecting with your child's school through Qustodio gives you full visibility on how your child is using their school devices, expert tips on the latest trends, plus the ability to pause the internet at the touch of a button.

Go to the following website to get started: **qustodio.com/my-school**

NOTE: account setup must be done through this website FIRST before adding the app to your personal device.

Setting up Qustodio

1. **Enter the email address that your school has on record** (this is usually the address that your invitation was sent to). Click Continue.
2. Enter your name and create a password.
3. A verification code will be sent to your email address. Enter the code on the verification screen and click Verify. If you don't receive the code, check your spam folder.
4. Ensure that the information of your child's school account is correct and click Connect.
5. Use the dropdown to select your child's birth year and click Continue. This optional step will give you safety insights personalized to your child's age.

Setting up Qustodio for multiple parents/guardians

1. One parent signs up for an account as the “Primary Parent.”
2. Once account is created, go to Account settings and then the Additional parent section.
3. Add the other parent or guardian’s email address and invite them to join your Qustodio account.
4. They will receive an email inviting them to join your account and will then be able to create their own login details.

Setting up Qustodio for multiple households

1. Both parents or guardians visit qustodio.com/my-school and create an account using the email address your school has on file for you.
2. The parent or guardian who creates their account first will see that, in the Rules page, Apply rules is toggled on. This means they can set rules for school-managed devices.
3. To hand over management, the first parent should toggle Apply rules off. The other parent will then be able to toggle it on in their own account and set rules.

With this set up, both parents can see their own rules and the activity generated during the time they are managing the rules. They can't see the rules the other parent sets in their account.

Accessing Qustodio

Once you've created your account, you can login from any computer at **family.qustodio.com**.

Alternatively, you can download the Parents App on your smartphone to supervise on the go. Just head to the **App Store** or **Google Play Store**, download the app, and log in with your account.

What kind of activity can I monitor and how?

- When you log into Qustodio, you'll see the **My family** screen. There you can view all the children connected with your account. Click on a child to go to their dashboard.
- Your child's dashboard shows their activity on school-issued devices. This includes the apps and websites they've used, the content categories they've spent the most time on, their total screen time, and other activities like online searches. Please note that there may be limitations to the type of activity you can see (only internet browsing activity).
- Additionally, if the activity timeline is available, you can go there to see more detailed activity in chronological order.

What kind of activity can I monitor on school-issued devices?



Websites

You'll see the websites that your child has accessed or tried to access. They'll be labeled with the content category that they fall under. Click on the 3 dots next to the website address and then on Visit website to check the site yourself.



YouTube videos

You'll see the YouTube videos that your child has accessed. Click on the video to go to YouTube and watch it yourself.



Blocked activity

You'll see the websites that your child has tried to access that have been blocked by school rules or your own rules. They'll be marked as blocked and you can click on the 3 dots to visit the website yourself.

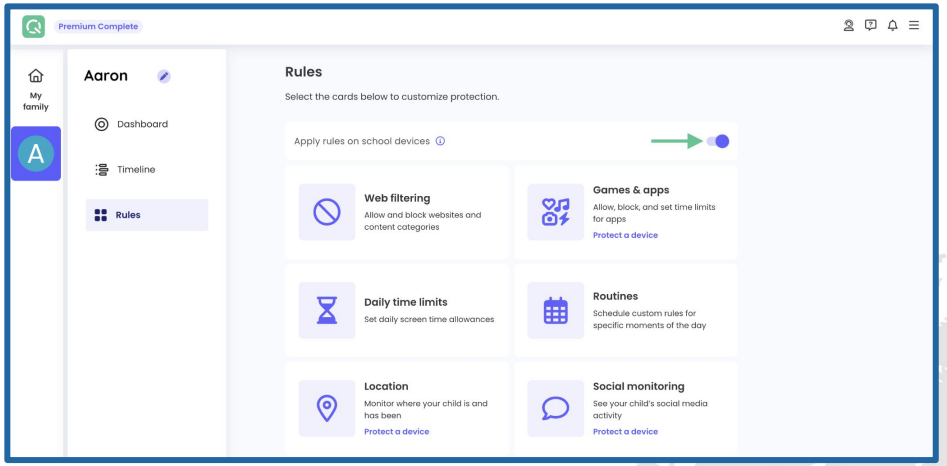


Online searches

You'll see the search terms your child has searched for on Google, YouTube, Bing, and other search engines.

How do I apply my own rules on school-issued devices?

Log in to your Qustodio account and go to your child's **Rules** page. If you see a toggle with the text **"Apply rules on school devices"**, then you can customize your rules.



Simply switch on the toggle and then set the rules you want.

Note that any rules you set will apply outside of school hours.

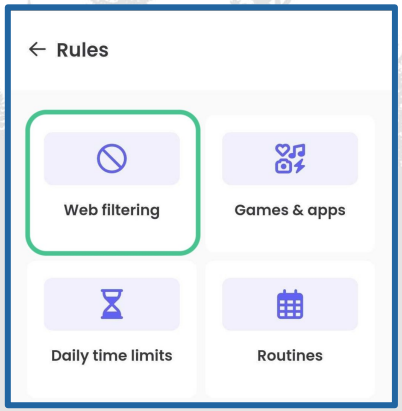
How do I block or allow websites using Qustodio?

- Qustodio's **Web Filtering** allows you to block websites and set other web filtering rules for your children.
- By default, Qustodio blocks websites with adult or sensitive content to ensure a safe browsing experience for children. However, you can personalize the filter to adjust it to your family's needs.
- You can filter websites based on **web categories** set up by Qustodio or by **specific websites** you select by web address.
- In **Web Filtering**, you can block, allow, or set it to alert you when a student accesses the websites included.

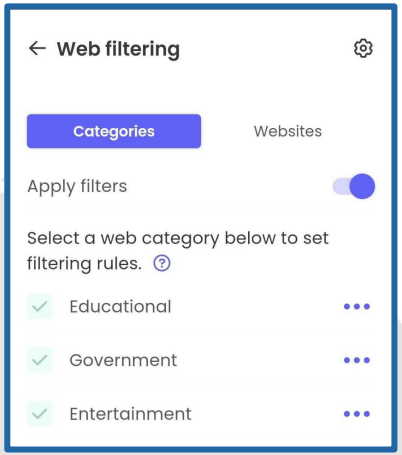
Use Qustodio
to block websites

Web filtering by categories and websites

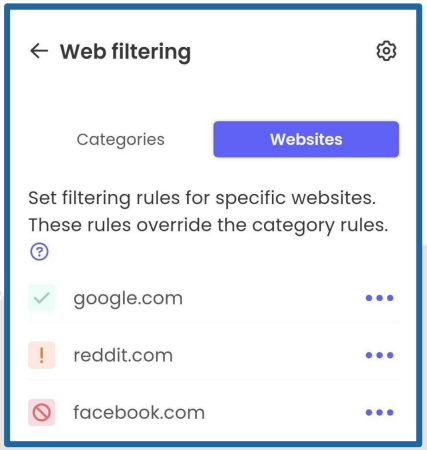
Select your child's profile and then click on **Rules** and then **Web Filtering.**



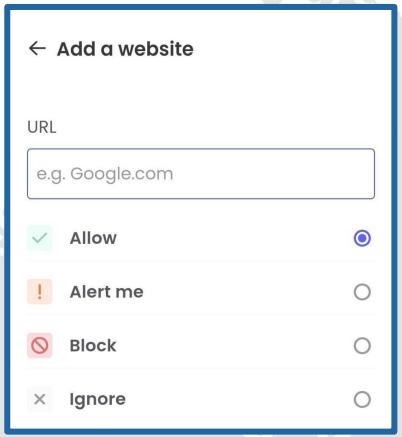
Under **Categories**, you can select entire categories of websites to be blocked, allowed or closely monitored using the **three dots** menu.



If you'd like to block or allow an individual website, click **Websites** then **Add Website** and type a website URL to the field below.



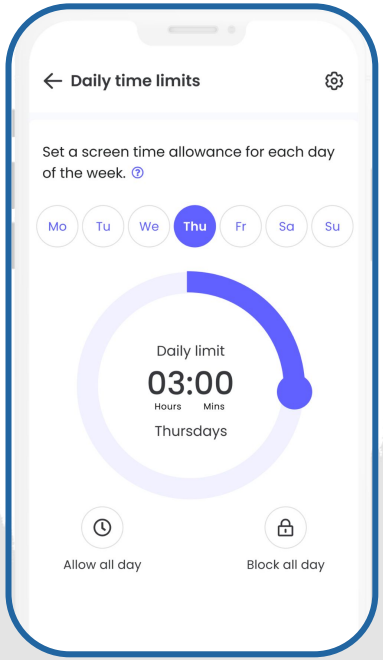
Then, select your preferred rule for this website and click on **Save.**

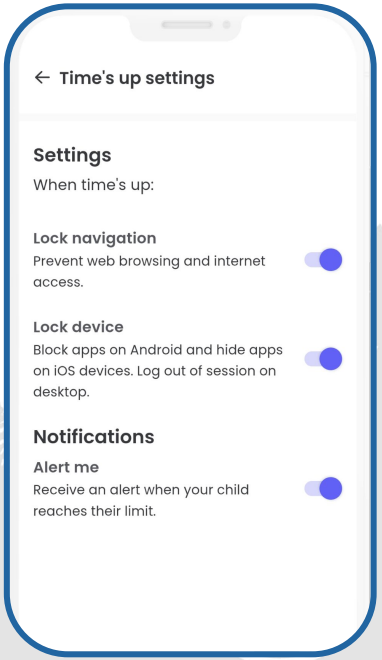


How to set time limits with Qustodio

With Qustodio, you can set screen time limits for each day of the week. You can also schedule screen-free times or instantly pause internet access. To set daily screen time limits, follow these steps:

1. Open your Parents App or log into your Qustodio account on the web.
2. Select the child that you want to set a time limit for.
3. Go to **Rules** and choose **Daily time limits**.
4. Use the tabs to go through each day of the week and use the wheel to set a screen time limit for each one. If you want the device to be blocked for the whole day, then select Block. To reset the limit to 24 hours, select Allow. That's it!





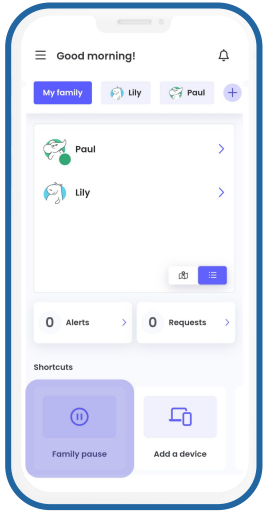
Tap a day and use the dial to adjust the time limit

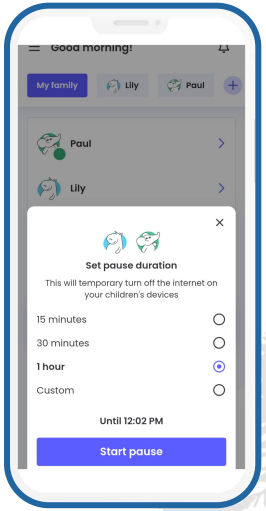


How to pause Internet access with Qustodio

If you want to instantly pause internet across all your family's devices, please:

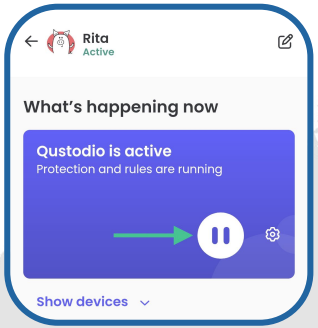
1. On the **My Family** dashboard you'll find the **Family pause** shortcut.
2. Set a time for the pause and tap **Start pause.**
3. If you need to finish it earlier, tap the Family pause shortcut again.

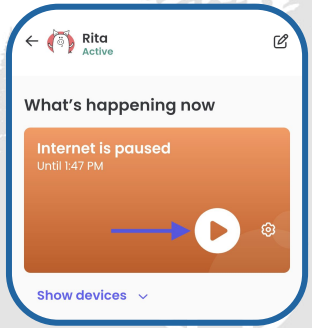




If you want to instantly pause internet access, follow these steps:

1. Select your child in the app or web version of Qustodio.
2. On the **What's happening now** card, select the **Pause** button.
3. Enter the amount of time you'd like to pause the internet for and select **Confirm.**
4. Once you've paused internet access, you can edit the pause by returning to the **Now** card. Select the **Play** button to immediately unpause, or select the Settings icon to Edit its duration.





What are routines and how do I use them?

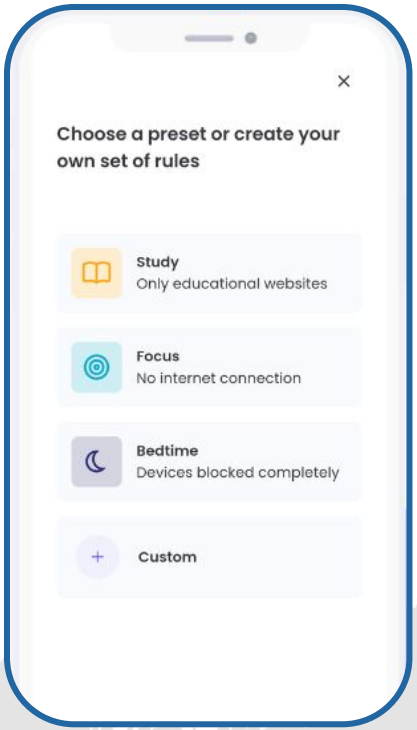
Routines allow you to schedule different sets of rules throughout the day. They provide full customization so that you can set specific rules for specific moments, like homework and bedtime, in advance.

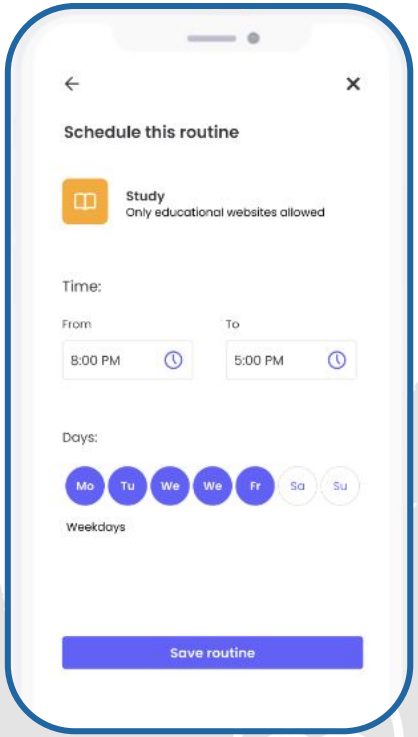
Routines allow you to set special rules for website categories and apps.

They also enable you to block the internet or block devices. You can decide whether you want time limits to apply to your routines. Use the preset routines from Qustodio or create your own custom routines.

How to create a routine

1. Log into Qustodio and choose the child you want to create a routine for.
2. Go to **Rules** and then **Routines.**
3. Select **Add a routine** and choose one of the presets from the list.
4. Confirm the time and the days you want the routine to run.
5. Select **Save routine.**





Do I need to install Qustodio on my school-issued devices?

Your school-issued devices have already been protected by your school. This means that you should not install Qustodio on them.

NOTE: If you follow any general instructions on the Qustodio website/help center it may include steps to install Qustodio on student devices. Ignore these instructions, district devices (BGPS Chromebooks) already include Qustodio.

How do I customize my activity reports notifications?

By default, you'll receive a daily activity report straight in your inbox. This contains a summary of your child's activity. You can switch off these reports or change them to weekly easily:

1. Log in and go to your **Account.**
2. Scroll down to **Notifications.**
3. Switch the toggles to the right to activate the emails you want to receive, and switch them to the left to turn them off.

Getting support with Qustodio

BGPS and your school cannot access your personal devices or your Qustodio account settings such as rules. If you have issues setting up your account or seeing your children, please contact your school's office so they can confirm your email and open a ticket for you with the technology department if needed.

If you have any questions or need support regarding your Qustodio account once it is setup and your children are connected, please contact Qustodio through their **help center** (**Get in touch** button at the bottom of main page).

Additional Resources

- **Going Online Family Resource Hub** including district-specific information on technology in BGPS.
- **BGPS Online Safety Hub** from Qustodio including trusted digital safety advice for caregivers.
- **Qustodio YouTube Channel** including video tutorials and informational content.
- **How to Use the Qustodio Parent App** full walkthrough step-by-step guide with links to help center articles.


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