

# Setting up your home

## Step 1: Set up the environment

### Physical space:

- ✓ Create designated quiet spaces and/or times for each person to be online.
- ✓ Make sure your kids are seated with their feet flat on the floor, have adequate lighting, and step away from the screen every 30 minutes, for 30 seconds.
- ✓ Make sure everyone has headphones and uses them.



### Technology and connectivity:

- ✓ For your home network, limit the system administrator role for your router and all of the devices connected to it.
  - If your router has two networks, put your work devices on one and your kids' devices on the guest network.
  - Consider using a WiFi extender to improve the connection in your home.
  - Stagger time online, if possible, to prevent your network from being overloaded.
- ✓ Consider using the parental controls on your router, devices, app stores, or websites. In doing this, you can ensure your kids stick to content that's appropriate for their age. Some settings also allow you to limit the times they can connect.

### Security:

- ✓ Install security software on all devices that connect to the internet.
- ✓ Turn on the firewall and use encryption.
- ✓ Use multi-factor authentication, a security mechanism that requires an individual to provide two or more credentials in order to authenticate their identity.
- ✓ Never use public WiFi or Bluetooth, unless you use a VPN.



### Good habits:

- ✓ Update all software on Tuesday nights, including apps.
- ✓ Consider changing all your passwords to a sentence or phrase, and change them frequently.
- ✓ Backup your work and personal files.

## Step 2: Set the rules

- What?** Spend time deciding what apps, games, and devices are allowed.
- Where?** Designate spaces where the kids will use technology for school vs. fun.
- When?** Build a schedule for using technology for education and fun.
- How long?** Decide how long your kids can use technology for non-educational things and balance it with outside or non-screen time.
- With whom?** With more online time, be sure they stick to online chats/connections that are safe.



## Step 3: Set a good example

- ✓ Set online rules for yourself. Set an alarm to “leave” work. Don’t endlessly scroll for news.
- ✓ Respect each member of the family’s time for work or school online.
- ✓ Allow each person individual time online for socializing, entertainment, etc.
- ✓ Spend time together as a family, both online and off.