

GUIDELINES
FOR
YOUNG PEOPLE'S
INTERNET ACCESS

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GUIDELINES ON YOUNG PEOPLE'S INTERNET ACCESS AND USE

1. All staff and volunteers should be familiar with and implement the TJYC Policy.

All Youth Workers need to ensure that the following roles and responsibilities are implemented and upheld.

Young People must be familiar with and conform to these guidelines.

Youth workers must be familiar with these guidelines and monitor young people's Internet use to ensure that these guidelines are not breached.

Youth workers must ensure young people are supervised and monitored when accessing the Internet.

Youth workers should ensure that each young person understands and signs two copies of the "Rules for Responsible Internet use" agreement prior to accessing the Internet. One copy should be returned to the Youth worker and filed; the other copy is for the young person to keep.

Senior Youth Worker/Co-ordinator - should ensure that all staff are familiar with the TJYC ICT and Internet Policy, the Staff Guidelines for Internet Access and Use, and the Guidelines on Young People's Internet Access and Use.

Youth Club management committee - should ensure that the senior worker / co-ordinator has implemented this policy and guidelines and review regularly with the senior Youth Worker

2. Control and Monitoring

Computers used for Internet access should be fitted with:

- 1 Net Nanny to block unsuitable sites
- 2 Symantec Norton Anti Virus Corporate Edition or other such software virus protection to block viruses

Young people's activities will be monitored.

Monitoring Process

- 1 Young people should only be allowed to access the Internet if they have understood and signed the "Rules for Responsible Internet Use" agreement.
- 2 Young people should only be allowed access to the Internet within a supervised and observed environment.
- 3 Youth workers should ensure they discuss personal safety issues with young people on a regular basis
- 4 During each access session a named Youth Worker should be responsible

for supervising access at any given time during that session.

3. Acceptable Use and Legal Issues

Internet facilities enable young people to handle a very wide range of information, including personal data, linking to large numbers of computers and other individuals across the world.

In this relatively uncontrolled environment, it is particularly important that young people are aware of and conform to legal requirements.

Laws applying to Internet use include

- 1 The Computer Misuse Act
- 2 The Copyright Act
- 3 Health and Safety at Work Act
- 4 Data Protection

Details of these Acts can be found in the Staff guidelines for ICT and Internet use.

Tilehurst Junior Youth Club

Information for Young People about Appropriate Internet Access and Use

These are guidelines to follow to prevent difficulties:

- 1 Do not use a computer to harm other people or their work.
- 2 Do not damage the computer or the network in any way.
- 3 Do not download materials without permission or install any illegal software, shareware or freeware
- 4 Do not view, send, or display offensive messages or pictures.
- 5 Do not waste printer ink and paper.
- 6 Do not attempt to access another person's folders, work or files.
- 7 Do tell your Youth Worker if you are concerned about any materials on the computer.
- 8 For your own safety, do not give out any personal information over the Internet or via email unless you have permission to do so from a Youth worker.
- 9 For your own safety, do not arrange to meet anyone who contacts you over the Internet or via email.
- 10 Discuss with your Youth Worker to decide which chat rooms are okay to use.

RULES FOR RESPONSIBLE INTERNET USE Young Person Agreement

All young people using the Internet should sign both copies of this document as a record of their understanding of the rules governing Internet use. The Youth Service reserves the right to monitor use of the Internet and to examine or delete files held on its computer systems.

Please return one copy to your Youth Worker and keep the second for your records.

- 1 I will not access files belonging to other people.
- 1 I will not bring in and use any programmes or materials from outside the Youth Provision unless I have permission to do so.
- 2 I will not use the Internet without a member of staff knowing that I am doing so.
- 3 I will always be polite and responsible when sending e-mails.
- 4 I will not copy information created by other people and claim it is my own work.
- 5 I will not give my home address, telephone number, photo or other personal details on an Internet web page or in an e-mail unless I have permission to do so from a Youth worker.
- 6 I will not give out other people's personal details on the Internet or via e-mail.
- 7 I will not arrange to meet anyone who contacts me through the Internet.
- 8 I will report any e-mail messages which are unpleasant or which ask me to do something which might get me into trouble.
- 9 I will report immediately any web page, which has messages or pictures on it, which are illegal or offensive.
- 10 I will be careful when using the computer to not damage the equipment.
- 11 I will not eat or drink near to the computer or when using the computer.
- 12 I understand that the Youth Club staff may check my computer files and check on which Internet sites I have visited to ensure that I am keeping to these rules.
- 13 I understand that I may be banned from accessing the Internet if I break these rules.

Name _____

Date of Birth _____

Signed _____

Date _____