Biddulph Youth and Community Zone Ltd (BYCZ)

Guidelines on Internet Access and Use

- All staff and volunteers should be familiar with and implement this Policy.
- All Staff and Volunteers need to ensure that the following procedures are implemented.

Anyone accessing the internet within the Centre must be familiar with and conform to these guidelines.

Staff and Volunteers are responsible for monitoring user's Internet use, particularly that of young people; they should be familiar with these guidelines and ensure that they are not breached.

Staff and Volunteers overseeing internet usage should ensure that all users understand the "Rules for Responsible Internet use" prior to accessing the Internet.

The Centre Manager - should ensure that all appropriate staff are familiar with the Internet Usage Policy and Guidelines for Internet Access and Use.

Control and Monitoring

- Computers used for Internet access should not be able to access unsuitable sites.
- Anti Virus/Anti Spyware protection should be provided on each computer to block viruses/ malware. Appropriate filters must be installed on the WiFi gateway/ routers to block inappropriate content.
- Young people's activities in particular should be monitored by staff / volunteers.

Monitoring Process

- Users should only be allowed to access the Internet if they have demonstrated that they have understood "Rules for Responsible Internet Use".
- Young people should only be allowed access to the Internet within a supervised and observed environment.
- Youth workers should ensure they discuss personal safety issues with young people on a regular basis.
- During each session the Worker-in-Charge should be responsible for supervising access at any given time during that session.

Acceptable Use and Legal Issues

Internet facilities enable 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 all users conform to legal requirements.

Biddulph Youth and Community Zone (BYCZ) Ltd

Information for Users about Appropriate Internet Access and Use

These are guidelines to follow to prevent difficulties:

- Do not use a computer to harass or bully other people.
- Always be polite and responsible when sending messages.
- Do not damage the computer or the network in any way.
- Do not download materials without permission or install any software, shareware or freeware.
- Report any unpleasant messages that you receive via the internet to the Worker-in-Charge.
- Do not view, send, or display offensive messages or pictures.
- Do not waste printer ink and paper.
- Do not attempt to access another person's folders, work or files.
- Do tell the Worker-in-Charge if you are concerned about any materials on the computer.
- For your own safety, do not give out any personal information over the Internet or via email including your home address, telephone number, photo or other personal details.
- Do not use the Internet without a member of staff knowing that you are doing so.
- For safety, young people should NEVER arrange to meet anyone who contacts them over the Internet or via email.

Signed:

Print Name:.....SL MIDDLING.....

Role: .....CHAIR.....

Date:.....19/11/26.....

Reviewed by Board: 17.09.26

Next Review: Sept 2028