

# **INTERNET POLICY & PROCEDURES**

## Walkway Community Association Internet Acceptable Use Policy

Walkway Community Centre provides internet access for young people to resource information, knowledge and works or creative imagination as part of their education and personal development. This Acceptable User Policy is designed to facilitate the effective management of internet access and protect both the young people and staff where it is accessed, and sets out the terms under which the service is provided.

### **Terms**

**Registration** – Internet access is available to young people through Walkway Community Centre. All young people **must** formally register as Walkway Community Centre users and gain parental consent if aged less than 18 years.

**Agreement** – All service users **must** understand and agree to abide by Walkway Community Centre Acceptable User Policy, and accept its terms when registering as a user.

**Behaviour** – Young people are responsible for good behaviour on the internet just as they are in other Walkway Community Centre facilities. The internet is provided for young people to conduct research and communicate with others. It is presumed that users will comply with Walkway Community Centre standards and will honour the agreements they have signed.

**Supervision** - Walkway Community Centre internet provision will be supervised at all times by staff. The Walkway Community Centre reserves the right to observe and inspect files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or discs would always be private.

**Filtering** – Internet access will be provided using third party software filtering system where appropriate to safeguard users from potentially unsuitable sites and material. These measures are not 100% reliable and all users must accept these limitations.

**Access** – Internet access will be provided at specified times. Only one young person per work station unless permission has been sought from leader/tutor. All users must sign in and out using the 'Users Register' on each occasion.

**Disclaimer** - Walkway Community Centre accepts no responsibility for the use of the internet workstations with regard to the purchase of goods and services, or gambling. Users should be aware that information accessed via the internet may be inaccurate and/or outdated.

**E-mail** - Walkway Community Centre will not provide or operate emailing accounts but the use of free web based services (e.g. hotmail) will be permitted.

**Viruses** - Walkway Community Centre cannot accept responsibility for any damage to users' systems or data by viruses.

**Assistance** – Young people will receive instruction and be assisted in the use of the internet.

**Users must not:**

- Harass, insult or behave in a manner that is disruptive to the work of other users or that invades their privacy.
- Intentionally alter damage or destroy software, settings or data installed or held on any Walkway Community Centre computer or network.
- Intentionally damage or misuse Walkway Community Centre computer equipment, systems or networks.
- Attempt to load or run users' own software on any Walkway Community Centre computer or boot any Walkway Community Centre computer from a floppy disk.
- Use abusive or obscene language, or participate in any form of inappropriate or indecent dialogue (chat)/behaviour, over the internet.
- Send or display offensive messages or pictures.
- Give out any personal details such as name, address, location, phone number etc. over the internet.
- Use Walkway Community Centre computer for the purpose of conducting a commercial business.
- Violate copyright or licence agreements/laws with regard to programs or data.
- Use other' passwords, trespass in others' folders, works or files.
- Intentionally introduce, or attempt to introduce a computer virus to Walkway Community Centre computers.
- Use any floppy disks other than those provided by the Walkway Community Centre unless virus checked by the Walkway Community Centre beforehand. This must be done every time the disk is brought onto Walkway Community Centre premises.