

K.P.C. YOUTH

Kenfig Hill, Pyle & Cornelly Youth

INTERNET USAGE POLICY FOR STAFF & MEMBERS USE OF THE INTERNET

REVIEWED JAN 12

KPC Youth's policy with regard to Internet usage is that Internet facilities are made available for the use of staff and volunteers and to members using the facility for homework or research purposes. Access to Internet facilities will be controlled, and use by any individual may be monitored. Any use of the Internet facilities that does not conform with the following guidelines may be considered an offence under our Disciplinary Procedures.

1. **Roles & Responsibilities.** All users must be familiar with and conform to our Internet Usage Guidelines.

The Senior Youth Worker on duty is responsible for ensuring that all members have signed parental consent/if over 18 they must sign agreement (this is included on the Membership Form) prior to being able to access the Internet at KPC (ie: Need to be current members). Usage is only permissible when supervision can be undertaken by one of the Youth Workers/Volunteers.

Youth Workers/Volunteers supervising the Internet are to ensure members conform to the Internet Usage Guidelines, which are displayed around the Computer Room. Members using the Internet MUST sign in on the log sheet kept by their PC. Staff must sign in to the other Log Book within the Computer Room. They are signing that they take responsibility for behaviour within the Room, and are responsible for ensuring our policy is adhered to.

Printing must be done in agreement with the Youth Worker on duty - using Black White copying unless colour is essential.

2. **Unacceptable Usage:**

Certain types of use are not only unacceptable, but may also be illegal. Any user discovered to have undertaken such use will be liable to disciplinary action. Examples of unacceptable use include:

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Handling Unacceptable Material: It is unacceptable to create, copy, access, store, transmit or publish material which is:

- Obscene, vulgar, racist, defamatory or fraudulent
- Causes harassment to others
- Likely to irritate or waste the time of others
- Subversive to the purposes of KPC Youth
- Where such action would breach copyright

It is unacceptable to undertake any activity that is:

- Intended to access or intercept information in an unauthorized manner (hacking)
- Intended to corrupt any information being held or transmitted on the Internet
- Intended to detect weaknesses in the security infrastructure (eg: cracking passwords)
- Intended to disrupt the normal functioning of the Internet or related services (eg: overloading transactions, introducing viruses etc)
- Intentionally damage or misuse KPC's computer equipment
- Must not move around keyboards, mice etc - without authority from the Youth Worker on duty

3. DOWNLOADING OF SOFTWARE

There are many opportunities for downloading software from the Internet onto one of the computers. This presents many dangers as follows:

- The software may contain a virus
- The software may not be compatible with the way the computer is configured
- Invoking the software may produce undesirable results
- The software may be subject to copyright restrictions

On the positive side, software from the Internet may serve valuable purposes for the user:

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- The software may enable a Web page to be viewed correctly
- The software may enable audio or video pages to be used
- The software may be a latest version with enhanced facilities
- The software may serve a useful application purpose

Accordingly the following rules apply to the downloading of software from the Internet onto one of KPC's computers:

- The need and desirability of any proposed download must be properly assessed by whoever is supervising the Internet access
- Downloading should only be performed by a technically competent person
- The computer should have virus protection measures in place

4. INTERNET E-MAIL/SOCIAL NETWORKING SITES

E-Mail messages will be assigned when the user is given access to the e-mail facility. The sending of anonymous messages is not allowed. The message must contain no unacceptable material, and should not present a poor image of KPC Youth. Messages sent via E-mail, BEBO, Facebook and other social networking sites should not contain swear words/offensive language or seek to damage the reputation of KPC Youth.

Security & Confidentiality: Although the great majority of messages will be delivered successfully to the intended recipients, Internet e-mail must be considered inherently insecure and non-confidential. The following possibilities are unlikely to occur but should be considered:

- The message may "get lost" in the system
- The message may be delivered to an unintended recipient
- The messages may be seen by, or even corrupted by, unauthorized users (eg: hackers)

5. CONTROL & MONITORING

In order to reduce the risk of users accidentally or deliberately transmitting unacceptable material, KPC will endeavour to:

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- Make certain web sites and pages inaccessible
- Have certain words and images filtered out if transmitted
- User activity will be logged and monitored.

If unacceptable usage is discovered, the person may be subject to Disciplinary action.

However filtering cannot be 100% reliable and parents are made aware that on signing their consent on the Membership form, they are aware of the risks involved.

5. LEGAL ISSUES

Internet facilities enable the user 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 users are aware of and conform to legal requirements. Laws applying to Internet use include: Data Protection Act, Computer Misuse Act and Copyright Act.

6. PENALTIES FOR IMPROPER USE:

If anyone is caught downloading/accessing inappropriate websites, including music, pornography, swearing, or they are found to be sending offensive messages, they will be banned from the Computer Room, and risk being asked to leave the Centre. This may also result in a letter being sent to their parents and longer ban, and the police being informed.

For certain offences, the individual may also be guilty under the Computer Misuse Act or the Data Protection Act.

(The above policy has been adapted from the Internet Usage Standards Policy used by Bridgend County Borough Council)

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ACCEPTABLE INTERNET USE POLICY

KPC Youth provides Internet access for young people to resource information, knowledge and works of creative imagination as part of their education and personal development. This Acceptable Use Policy is designed to facilitate the effective management of Internet Access and protect both the young people and staff/volunteers where it is accessed, and sets out the terms under which the service is provided:

Registration: Internet access is available to young people at KPC Youth at restricted times and providing supervision is available by a member of staff/volunteer. All young people aged under 18 years **must** complete have had parental consent to use the internet (included in the Membership Form) signed by parent/guardian to allow them access to the Internet at KPC. Those over 18 must sign as agreeing with KPC's Policy on Internet Usage.

Agreement: All members **must** understand and agree to abide by KPC Youth's 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 facilities at the Centre.

Supervision: The Internet will only be accessible when sufficient staff/volunteers are available to allow supervision in the Computer Room. KPC Youth reserves the right to observe and inspect files/communications to ensure users are using the system responsibly. Users should not expect that files stored on servers or discs would always be private.

Access: Internet access will be provided at specified times. A maximum of 2 young people will be able to work from one workstation. All members **MUST** sign in before starting to use one of the PCs

Disclaimer: KPC Youth accepts no responsibility for the use of the Internet workstations with regard to the purchase of goods and services, gambling or for

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members accessing age inappropriate sites. Users should be aware that information accessed via the Internet may be inaccurate or outdated.

E-Mail: KPC Youth will not provide or operate e-mail accounts but the use of free web based services, eg: Hotmail, will be permitted.

Viruses: Virus detection software is installed on all computers for the protection of our systems and users. This cannot however be 100% effective and KPC Youth cannot accept responsibility for any damage to users' systems or data by viruses.

Users Must Not:

- Harass, insult or behave in a manner that is disruptive to the work of other users of that invades their privacy
- Intentionally alter, damage or destroy hardware, software, settings or data installed or held on any KPC Youth computer
- Intentionally damage or misuse KPC Youth's computer equipment and systems
- Take food/drinks into the Computer Room
- 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
- Violate copyright or licence agreements/law with regard to programs or data
- Use others' passwords, trespass in others' folders, works or files
- Intentionally introduce, or attempt to introduce a computer virus to KPC Youth's computers
- Use any discs other than those provided by KPC Youth