

GUIDELINES ON YOUNG PEOPLE'S INTERNET ACCESS AND USE

1. All staff and volunteers should be familiar with and implement the Policy.
2. All Staff and Volunteers need to ensure that the following procedures are implemented.
3. **Young People** must be familiar with and conform to these guidelines.
4. **Staff and Volunteers** are responsible for monitoring young people's Internet use; they should be familiar with these guidelines and ensure that they are not breached.
5. **Staff and Volunteers** overseeing internet usage by children and young people should ensure that each young person understands the "Rules for Responsible Internet use" prior to accessing the Internet.
6. **Co-ordinator** - should ensure that all appropriate staff are familiar with the Internet Usage Policy and Guidelines for Internet Access and Use.

Control and Monitoring

7. Computers / Tablets and other mobile devices used for Internet access on youth club business should be connected to the Reading Borough Council internet provider which restricts access to unsuitable sites.
8. Anti Virus / Anti Spyware protection should be provided on each computer to block viruses / malware.
9. Young people's activities should be monitored by staff / volunteers
10. Staff / Volunteers / Junior Leaders may play music through the Youth Club Equipment with permission from the Coordinator but will ensure that is no offensive language.

Monitoring Process

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

Acceptable Use and Legal Issues

15. Internet facilities enable young people to handle a very wide range of information, including personal data, linking to large numbers of computers / mobile devices



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and other individuals across the world. In this relatively uncontrolled environment, it is particularly important that young people conform to legal requirements.

Information for Young People about Appropriate Internet Access and Use

16. These are guidelines to follow to prevent difficulties:
17. Do not use a Computer / Tablet or Mobile Device to bully other people.
18. Always be polite and responsible when sending messages.
19. Do not damage the computer or the network in any way.
20. Do not download materials without permission Youth Club staff member or volunteer or or install any software, shareware or freeware
21. Report any unpleasant messages that you receive on the internet to a member of the Youth Club Staff / Volunteer.
22. Do not view, send, or display offensive messages or pictures.
23. Do not waste printer ink and paper.
24. Do not attempt to access another person's folders, work or files.
25. Do tell your Youth Worker if you are concerned about any materials on the computer.
26. For your own safety, do not give out any personal information over the Internet or via email including home address, telephone number, photo or other personal details.
27. Do not use the Internet without a member of staff knowing that you are doing so.
28. For your own safety, do not arrange to meet anyone who contacts you over the Internet or via email.

This policy was adopted at a meeting of	Tilehurst Junior Youth Club	(name of provider)
Held on	<hr/> 15/05/2018	(date)
Review Date	<hr/> 15/05/2019	(date)
Signed on behalf of the management committee		
Name of signatory	<hr/> Kim Donnison	
Role of signatory (e.g. chair/owner)	<hr/> Acting Chair	