

# EYDG – Internet Policy



Policy & Guidelines for Young People’s Internet Access and Use at EYC

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# Introduction

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## Purpose

The policy relates to Elgin Youth Café's (EYC's) Internet facility. Super-fast broadband is supplied to the staff and young people of the project to enable access to information, social networking and to encourage appropriate use of all that is available on the Internet.

The purpose of the policy is to protect young people from undesirable or inappropriate content and contacts and to prevent unacceptable use of the Internet by young people. It is the starting point for a conversation about what 'appropriate' means and what the dangers associated with Internet use are and what safety measures can be used.

This policy primarily relates to internet access on EYC computers, but it is recognised that young people are able to access the internet using their mobile phones, and it is much more difficult to monitor their use, although the internet does have a firewall.

*Use of the internet within the building constitutes agreement with the following policy.*

## Undesirable materials

- pornographic images or obscene text.
- language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive.
- racist, exploitative, violent or illegal materials or messages

## Undesirable contacts.

- Email messages from unknown or unverified parties who seek to establish a young person's identity and/or to communicate with them for advertising or potentially criminal purposes.

## Unacceptable use

- deliberate searching for, and accessing of, undesirable materials.
- creating and transmitting email messages that contain unacceptable language or content.
- creating and publishing on the Internet materials that contain unacceptable language or content

# Exposure to Inappropriate material

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## Unintentional Exposure of Young People to Undesirable Materials

All reasonable steps are taken to prevent exposure of young people to undesirable materials on the Internet (monitoring of internet use and use of firewalls). It is recognised that this can happen, not only through deliberate searching for such materials, but also unintentionally when a justifiable Internet search gives unexpected results.

In the event of young people being unintentionally exposed to undesirable materials the following steps will be taken:

- Young people notify a youth worker or volunteer immediately.
- The incident will be reported to the Project Coordinator who will inform the IT coordinator to ensure the site is blocked.
- Parents or carers will be notified at the discretion of the Youth Workers according to the degree of seriousness of the incident.

## Intentional Access of Undesirable Materials by Young People

Young People must never intentionally seek offensive material on the Internet. Any violation should be reported and recorded as outlined above. Any incident will be treated as a serious matter, and the parents of the young person may be informed.

If deliberate access to undesirable materials is found to be repeated, blatant or habitual, the young person may be refused access to the internet in the Youth Café.

- All young people must agree to the Young Person's Agreement for Internet Use (see below) before using the internet at EYC.

## Receipt and Transmission of Emails by Young People

It is recognised that email messages received or transmitted by young people can contain language or content that is unacceptable. It is also recognised that some people may try to use email to identify and contact children for unacceptable reasons.

If youth workers believe that young people have been targeted with email messages by parties with criminal intent, the messages will be retained and the incident recorded, and the young person's parents/carers will be informed by the youth workers. Advice will also be taken regarding further steps.

## **Publishing of Materials on the Internet**

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No materials will be published on the Internet which contains any unacceptable images, language or content. Infringement of this rule will be taken as a serious issue.

No materials will be published on the Internet which reveals the identity of any young person without prior consent.

Identifiable, facial or close-up photographs of young people will not be published on the Internet without individual parental approval. Photographs may be published of young people at a distance or in large groups without first seeking parental approval, where this does not draw attention to, or enable identification of, individual young person.

## **Guidelines for Young People's Internet Access & Use**

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### **Overview**

- Staff and volunteers should be familiar with the guidelines.
- Young People must be familiar with and conform to these guidelines.
- Youth workers should ensure that each young person understands and signs
- two copies of the "Young Person Agreement for Internet use" 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.
- Youth Workers should ensure that the following responsibilities and agreements are implemented and upheld, and that young people are supervised and monitored when accessing the Internet.

### **Control and Monitoring**

Computers used for Internet access should be fitted with:

- Software virus protection to block viruses and a firewall to block recognised inappropriate sites

Young people's activities will be monitored.

## Monitoring Process

Young people should only be allowed to access the Internet if they have understood and agreed to the "Young Person's Agreement for Internet Use". Young people not adhering to the agreement may be refused access to the internet within EYC, either temporarily or permanently.

It is recognised that with young people's access to Internet connected mobile phones the EYDG has little control over what they connect to on the privacy of their own devices; however

- The existence of this policy gives the staff a starting point to 'have the conversation'.
- Youth workers should ensure they discuss personal safety issues with young people on a regular basis

## Information for Young People about Appropriate Internet Access and Use

These are guidelines to follow to prevent difficulties:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not download materials without permission or install any illegal software, shareware or freeware
- 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 your Youth Worker or a volunteer 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 unless you know the recipient or you have permission to do so from a Youth Worker.
- For your own safety, do not arrange to meet anyone who contacts you over the Internet or via email.
- Discuss with your Youth Worker to decide which fora are okay to use.

# Young Person's Agreement for Internet Use

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All young people using the Internet agree to the usage policy of the café and agree to be bound by it. EYC reserves the right to monitor use of the Internet on computers and to examine or delete files held on its computer systems.

## EYC Computers

- I will not access files belonging to other people.
- I will not bring in and use any programs or materials from outside EYC unless I have permission to do so.
- I will always be polite and responsible when sending e-mails.
- I will not copy information created by other people and claim it is my own work.
- 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.
- I will not give out other people's personal details on the Internet or via e-mail.
- I will not arrange to meet anyone that I don't know who contacts me through the Internet.
- I will report any e-mail messages which are unpleasant or which ask me to do something which might get me into trouble.
- I will report immediately any web page, which has messages or pictures on it which are illegal or offensive.
- I will be careful when using the computer to not damage the equipment.
- I will not eat or drink near to the computer or when using the computer.
- I understand that the Youth Cafe staff may check my computer files and check on which Internet sites I have visited to ensure that I am keeping to these rules.
- I understand that I may be banned from accessing the Internet if I break these rules.

## Personal Phones, Tablets and Computers

I agree to follow rules above, and agree that I will not access any sites while I am in the Youth Cafe that are restricted for my age or that anyone else in the Youth cafe may find upsetting or offensive.