# Internet Safety: Acceptable Use Policy

**Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the centre’s Internet resources in a safe and effective manner. Internet use and access is considered a centre resource and privilege. Therefore, if the centre AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that the centre will revise the AUP periodically. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

# Centres’ Strategy

Youthreach centres employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

# General

* Internet sessions will always be supervised by a teacher.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* Centres will regularly monitor students’ Internet usage.
* Students and teachers are provided with training in the area of Internet safety.
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in centre requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the centre into disrepute.

# World Wide Web

* Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials to their teacher who must inform management.
* Students will use the Internet for educational purposes only.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students will never disclose or publicise personal information.
* Downloading by students of materials or images not relevant to their studies is in direct breach of Youthreach centres’ Acceptable Use Policy.
* Students will be aware that any usage, including distributing or receiving information, centre-related or personal, may be monitored for unusual activity, security and/or network management reasons.

# Email

* Students will use approved class email accounts under supervision by or permission from a teacher.
* Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
* Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
* Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
* Students will note that sending and receiving email attachments is subject to permission from their teacher.

# Internet Chat

* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by their centre.
* Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Face-to-face meetings with someone organised via Internet chat will be forbidden.

# Youthreach & DDLETB Website & Social Media Sites

* Students will be given the opportunity to publish projects, artwork or centre work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to Youthreach or DDLETB’s website or social media pages.
* The website & media sites will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
* Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details?
* The publication of student work will be co-ordinated by a teacher.
* Students’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
* All centres will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the websites without parental permission for a student under 18 years or without permission for a student 18 years and over. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
* Personal student information including home address and contact details will be omitted from all web pages.
* The websites will avoid publishing the first name and last name of individuals in a photograph.
* All centres will ensure that the image files are appropriately named – will not use students’ names in image file names or ALT tags if published on the web.
* Students will continue to own the copyright on any work published.

# Personal Devices

Students using their own technology in centre, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of all Youthreach centres’ Aacceptable Use Policy.

# Legislation

Each Youthreach centre will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

* Data Protection (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

# Support Structures

Each Youthreach centre will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.

# Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or termination. The centre also reserves the right to report any illegal activities to the appropriate authorities.