

## **The Brunswick Club for Young People Acceptable IT Use Policy**

### **Introduction**

This document sets out the policy of The Brunswick Club in relation to the use of the computer and internet facilities within its premises. The policy applies to all members and others who have been given permission to use the network resources to access internet or e-mail facilities.

Information Technology has become a commonplace feature of young people's lives. There are many educational benefits and advantages to be derived when used appropriately and responsibly. The Brunswick Club will endeavour to utilise these opportunities for the personal and social development of young people by making available access to computers, the internet and other technology in the delivery of its programmes and services.

This policy is intended to protect the interests of both Brunswick Club staff and members. The Brunswick Club is aware of the potential risks involved with such technology and it is our aim to protect young people from danger by providing as safe an environment as possible.

Anyone who uses, or intends to use our computer facilities for any purpose will be required to acknowledge that they have read, understood and will adhere to this policy. Members who do not adhere to the Acceptable Use Policy will be subject to sanctions. These will depend on the nature of the incident and may include interview by staff, informing of parents and / or denial of access to IT resources in the Club.

### **Policy statement**

It is the policy of The Brunswick Club to provide young people with access to appropriate information technology including the internet for the promotion of their personal and social development. In doing so we accept that we have a duty to take reasonable steps to safeguard and promote the welfare of members using Club resources. We will endeavour to do this by: –

- Providing clear guidelines for what is acceptable and unacceptable use.
- Providing filtering software on each computer.
- Supervising access and usage.
- Raising awareness among staff and members of the potential risks associated with internet use.
- Appointing an e-safety coordinator to be responsible for overseeing internet security and dealing with issues related to acceptable use and behaviour.

**Disclaimer**

In common with other media such as magazines, books, video etc. some material available via the internet is unsuitable for young people. Brunswick Club staff will supervise members and take all reasonable precautions to ensure users only access appropriate sites. However due to the international scale and linked nature of information available, it is not possible to guarantee that unsuitable material will never appear on a computer. The Brunswick Club cannot accept liability for material accessed or consequences thereof. The use of the computer systems without permission or for purposes not authorised by The Brunswick Club could constitute a criminal offence under the Computer Misuse Act 1990.

**Access to facilities**

All users will be required to complete a declaration form stating they have read and understood The Brunswick Club policy on Acceptable Use and agree to abide by its terms and conditions.

Computers and the internet may only be accessed under the supervision of Brunswick Club staff. It is a condition of use that staff can observe the material members are viewing at any time.

Pictures or images that may identify individuals should not be uploaded to any website.

The Brunswick Club reserves the right to monitor and log access to internet sites and all type of network activity by members. Access to internet and e-mail facilities may be withdrawn at any time as a result of, or pending the outcome of, investigations into suspected misuse.

**General responsibilities of users**

All of the usual Brunswick Club rules relating to conduct and normal standards of behaviour apply just as much when using internet or e-mail facilities as at other times. Users must at all times conduct themselves responsibly and honestly when accessing the internet or e-mail facilities. They must ensure that their actions do not:-

- Waste time or resources.
- Cause offence to other members.
- Breach any law or statute.
- Otherwise bring The Brunswick Club into disrepute.

Unacceptable behaviour – such as harassment, bullying, offensive remarks or comments of a racial or sectarian nature, or regarding sexual orientation – is just as serious an offence if made in the course of using IT facilities as at any other time, and will not be tolerated.

Inappropriate material may include, but is not limited to, any material of a pornographic, sexist, racist, sectarian, violent or offensive nature, whether in pictures, cartoons, words or sounds or moving images, and whether or not purporting to be of a humorous nature.

**Guidelines**

The Brunswick Club will develop rules for responsible internet use. As a condition of access all users must accept to limit their use in accordance with these guidelines. *(Appendix 1)*

The Brunswick Club will print and display a list of what use it will consider acceptable and not acceptable. As a condition of access all users must accept to limit their use in accordance with these guidelines. *(Appendix 2)*

**Filtering**

Filtering software will be used in an attempt to screen out offensive and potentially illegal Internet material. *(Appendix 3)* Filtering software may on occasions eliminate material that is acceptable. The Brunswick Club is willing to consider releasing such sites on request, but only after carefully checking their content. Conversely filtering software might on occasions fail to eliminate unacceptable material. The Brunswick Club will not accept liability for any distress caused in this way.

Users may download information to USB sticks / external hard drives (within copyright restrictions). However computer antivirus software will be set to check removable media on access to prevent the spread of computer viruses.

Where unsuitable sites are discovered the web address must be reported to a member of staff so that the filtering software can be manually updated.

File sharing of copyright music is illegal and members will not be permitted to use the system for such activity.

**E-Safety Coordinator**

The Brunswick Club will appoint an e-safety coordinator with specific responsibility for:-

- Ensuring security systems are as effective as possible.
- Receiving any complaints from parents/members regarding the use of the system.
- Ensuring regular scanning of the system for viruses and threats.
- Ensuring the policy of the Club is adhered to.
- Raising awareness among staff and members of potential risks associated with internet use.

The e-safety coordinator is:.....

### **Inappropriate use, sites or behaviour**

Members and / or staff who encounter unsuitable sites or materials which are pornographic, offensive, illegal or contain threatening behaviour must report this immediately to the supervising youth worker.

There may be occasions when the nature of the inappropriate use would necessitate referral to other agencies. The supervising youth worker will report as appropriate in such situations, following relevant policies, on a confidential, need to know basis in the best interest of the child.

### **Raising awareness**

Supervising staff and members will be informed of potential dangers of the internet.  
*(Appendix 4)*

Staff and volunteers responsible for computers / internet use will be offered opportunities for training.

### **Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 18th July 2016.

This policy will be reviewed by the Management Committee in July 2017.

### **Appendices**

1. User Agreement
2. Acceptable / not acceptable use
3. Disallowed Sites.
4. Potential Dangers.

**Appendix 1**

**User agreement**

The Brunswick Club has installed computers and internet access to help learning. The following rules and guidelines will help keep everyone safe and help us be fair to others. You may only use Brunswick Club computers on condition that you accept and abide by the rules for use.

**I will:**

- Only use the computers with permission from Brunswick Club staff.
- Use the computer only for activities outlined in the guidelines.
- Only e-mail people I know or who have been approved by Brunswick Club staff.
- Tell the supervising youth worker if I see anything I am unhappy with or I receive any messages I do not like.
- Accept that the Brunswick Club staff may check my computer files and monitor the internet sites that I visit.
- Report to the supervising youth worker any offensive or inappropriate behaviour/sites encountered.
- Only send messages that are polite and sensible.

**I will not:**

- Access other members' files.
- Use personal usb sticks / CD-ROMs without permission and before them being checked by the supervising youth worker.
- Download material subject to copyright (e.g music).
- Share copyright material (e.g music files).
- Visit sites that are pornographic, sectarian, racist, violent, abusive or otherwise offensive.
- Post anonymous messages or forward chain letters.
- Post any information or images about others.
- Upload any images or photographs that may identify individuals.

**I will protect my personal safety by:**

- Not giving personal information (name, home address, mobile phone, personal pictures) to strangers.
- Not arranging to meet anyone through the internet.
- Not engaging in "one to one" conversation through chat rooms.
- Using a nickname only for logging on.

I have read and understood The Brunswick Club's Acceptable IT Use Policy and the rules for responsible internet use. I will use the computer system and internet in a responsible way and obey these rules at all times. I accept that by breaking these rules I can be stopped from using the computers or internet.

Members name:.....

Signed:.....

Date:.....

## **Appendix 2**

### **Acceptable use:**

The following use of the computer system is deemed acceptable by members

- Research for homework / projects etc.
- Gaming.
- Social Networking.
- Youth group projects.
- Homework.
- Emailing.

### **Not acceptable use:**

The following use of the computer system is deemed unacceptable by members

- Accessing pornographic, racist, extreme sites.
- Downloading/file sharing of music and material subject to copyright.
- Commercial use.
- Threatening or abusive behaviour.
- Loading programmes.

### Appendix 3

#### Disallowed websites

Sites are categorised under various headings. The policy is to use filtering software to prohibit access as detailed below. Access will be reviewed at least annually.

<b>Category</b>	<b>Prohibited / Allowed</b>
Adult / Sexually explicit	Prohibited
Chat	Prohibited
Drugs, alcohol, tobacco	Prohibited
Gambling	Prohibited
Hacking	Prohibited
Hate Speech	Prohibited
Remote Proxies	Prohibited
Violence	Prohibited
Weapons	Prohibited

However filtering mechanisms may, on occasions, eliminate material that is acceptable. The Brunswick Club is willing to consider releasing any such site on request after careful checking. Conversely, filtering software might on occasions fail to eliminate unacceptable material. The Brunswick Club will not accept liability for any distress caused in this way.

## Appendix 4

### Potential dangers.

There are many positive benefits from new technology but it also poses some dangers and risks to young people. It is important to be aware of the potential dangers and plan to minimise the risk of exposure to these dangers.

Potential dangers are varied and changing rapidly but can include:-

#### Content issues:-

- Accessing sites that contain pornography, racist material, hate sites etc.
- Accessing sites that contain inaccurate information that young people may accept as factual.

#### Communication issues:-

- Bullying by e-mail / text.
- Posting of hurtful messages, videos, and images about others.
- “Grooming” by paedophiles through chat rooms, social network sites.
- Abusers often initiate a relationship through chat rooms but continue through e-mail/instant messages/mobile phone.

#### Commercial issues:-

- Invasion of privacy.
- Identity theft.
- Unwanted e-mails / spam.
- Plagiarism.

#### File sharing:-

- Downloading copyright material (e.g. CD's) which is illegal and can lead to prosecution.
- Accessing extreme content.
- Inadvertently downloading pornography (which could lead to prosecution).
- File sharing sites may not have the same protection and monitoring system as your ISP.
- No need to prove age.
- Content often mislabelled – sites that advertise themselves as acceptable may have totally different content.