

A Charitable Private Company Limited by Guarantee in England and Wales

Registered Charity No. 1135413

Sorrel Youth Café e-Safety

Acceptable Use Policy – Café Users

Policy History	
v1	Agreed after virtual Committee Review
Next Review	March 2012

In providing ICT facilities the Cafe has the **responsibility** of providing you with safe, reliable and useful e-environment (network, Internet Access, etc) that will help you make the most of learning and recreational opportunities. Your use of the facilities however, comes with the **responsibilities**.....

I have read and will follow the guidelines in this AUP.

I will take responsibility for my own use of all ICT making sure that I use technology **safely, responsibly** and **legally**. This means.....

I will take personal responsibility for my own **e-safety** e.g. when online, I will not give out any personal details or arrange to meet someone without the written permission of my parent, guardian or carer (further advice is available at <http://www.thinkuknow.co.uk/>)

I will use email responsibly and always be **polite and respectful**. I will only use email systems, chat rooms and other messaging methods that are appropriate for a youth environment. I will never use ICT for bullying or harassing others or in a way that will bring myself or the Cafe into disrepute.

I will **not download** or install any software or files onto the Cafe's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.

If I use a flash drive (USB memory stick) in the Cafe I will run an anti-virus check on it every time.

I will not intentionally gain access to **unsuitable or illegal sites** eg pornography, child abuse, racism, incitement to violence. I will report as soon as possible accidental access to such sites to a member of the Cafe

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staff. I understand that my report will be confidential and would protect other users and myself.

I will only access computer systems using **my own login and password**, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the **Computer Misuse Act 1990**.

I will ensure that any work I do within the Cafe does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc) I use. I will not copy other people's work and pass it off as my own (plagiarism).

I will use Cafe ICT equipment with care and tell a member of Cafe staff of any **damage** which occurs as soon as possible.

I will use any **network resources responsibly** e.g.

- I will think and then preview before I print
- I will regularly review any personal files and delete them when no longer needed
- I will only store cafe-related files and images on the cafe systems
- I will only use the ICT equipment for educational or cafe related recreational related work

If I do not follow these guidelines the AUP will be enforced and I may be denied future use of Cafe ICT equipment.

Users Signature

Date