

**A Charitable Private Company Limited by Guarantee in England and Wales
Registered Charity No. 1135413**

**Sorrel Youth Cafe
Staff and Volunteer Acceptable Use Policy**

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

Café Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff and volunteers to be more creative and productive in their work.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be safe and responsible users of the internet and other digital technologies.
- that Cafe ICT systems and users are protected from accidental or deliberate misuse.
- The Cafe will try to ensure that staff and volunteers will have good access to ICT to enhance their work and improve opportunities for Cafe Users and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use Cafe ICT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users. I will, where possible, educate Cafe Users in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the Cafe has security systems in place to enable monitoring of the use of its ICT systems including email and other digital communications technologies.
- I understand that the Cafe ICT systems are primarily intended for the educational use of users and that I will only use the systems for personal or recreational use within the policies and rules set down by the Cafe.
- I will keep my usernames and passwords private and will not try to use anyone else's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate member of staff or Committee.

I will be professional in my communications and actions when using Cafe ICT systems:

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- I will not access, copy, delete or otherwise alter any other user's files, without their permission.
- I will communicate with others in a professional manner.
- I will ensure that when I take or publish images of users or parents/guardians and colleagues, I will do so with their permission and in accordance with the Cafe's policy. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the Cafe website) it will not be possible to identify users by name, or other personal information.
- I will only use chat and social networking sites in the Cafe in accordance with Cafe policy.
- I will only communicate with users and parents/guardians using official Cafe systems and in a professional manner. I will not share any personal information with a user (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The Cafe will provide safe and secure access to technologies in a responsible manner:

- When I use my personal hand held / external devices in the Cafe (PDAs / laptops / mobile phones / USB devices etc), I will follow the rules set out in this agreement, in the same way as if I was using Cafe equipment. I will also follow any additional rules set by the Cafe about such use. I will ensure that when connecting these devices to Cafe ICT systems, they are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc). I will not try to use any programmes or software that might allow me to bypass the filtering / security systems intended to prevent access to such materials.
- Unless I have permission, I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work or increase Cafe running costs.
- I will not install or attempt to install programmes of any type on Cafe systems, nor will I try to alter computer settings, unless this is allowed in Cafe policies.
- I will not disable or cause any damage to Cafe equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Cafe Data Protection Policy. Where

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personal data is electronically transferred outside the Cafe systems, it must be encrypted.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for Cafe sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the Cafe.

I understand that this Acceptable Use Policy applies not only to my work and use of Cafe ICT equipment within the Cafe but also applies to my use of personal equipment in the Cafe or in situations related to my work with the cafe.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use Cafe ICT systems and my own devices (in the Cafe and when carrying out communications related to the Cafe) within these guidelines.

Name _____

Signed _____ Date _____