



Internet Access Policy

Kids Club Ely Ltd will allow children access to its computer and the Internet subject to them being responsible and following the rules that are in place and displayed next to the computer. Children will be supervised at all times when using the computer and the computer will always be in full view of staff.

Effective Use

Internet access can enrich, entertain, extend learning activities and allow children to practice producing their own Web pages. It is forbidden that Web pages be uploaded to the Internet. Kids Club Ely Ltd and the staff are aware that inappropriate websites must not be accessed by anyone using the Club's computer.

Staff must be vigilant when children are accessing the internet.

Kids Club Ely Ltd will have the following safeguards:

It is explained to children:

- Never to give out personal information, either theirs or somebody else's, such as home addresses, telephone numbers or email addresses which could lead to them or other individuals being identified.
- To be aware that people are not necessarily truthful and may not be who they say they are.
- To be aware that some people are prepared to spend a long time gaining the trust of young people.
- Never arrange to meet anyone that has contacted them through the internet.
- They must keep passwords responsibly.
- They must not copy or delete others' work.
- Never to upload their own web pages.
- To notify a playworker whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- Not to use social networking or chat room sites at Kids Club.

If a child encounters something inappropriate whilst surfing the Internet:

- The child must notify a member of staff immediately.
- The incident should be recorded on an incident form and signed by the parent/carer.

- Records should be stored in the child's file.

Safety

Internet access at Kids Club Ely Ltd is filtered by the School's Internet Service Provider (ISP).

Club and Personal Web Pages

Children will not be allowed to publish their own web pages (i.e. upload web pages and files to the Internet) although they might like to practice designing pages detailing interests and displays of work.

Access Permission

Children are responsible for appropriate behaviour on the Club's computer network just as they are when at club. Communications on the network are often public in nature. The general club rules and its Behaviour Policy apply and it is expected that users will comply with the guidelines of this policy. Children are personally responsible for their actions when using the Club's computer to access computer resources.

Any member of staff found accessing or allowing children/young people to access inappropriate websites will be subject to Kids Club Ely Ltd's Disciplinary Procedure.

Usage Rules and Guidelines

Privacy

Staff may review documents and history/log files to ensure that pupils are using the system responsibly.

Software

Children should never download, load or install any software, shareware, or freeware, or load any such software from floppy disks, unless they have permission from a member of staff. Children may not copy other people's work or intrude into other people's files without permission.

Inappropriate materials or language

Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of Club. A good rule to follow is never view, send, or access materials that you would not want your playworkers, teachers or parents to see. Should pupils encounter such material, they should immediately report it to a member of staff. Children are not allowed in chat rooms.

The Law

Children should never use the computers to engage in activities that may be in violation of the law.



Parental Agreement

As a parent/guardian I have read the above policy for access to the Internet and use of the Kids Club's computer network. I recognise the fact that although the Club/School uses a filtered Internet service, the Club's staff may have difficulty restricting access to all the controversial materials on the Internet. Therefore, I will not hold them responsible for materials that my child may find as a result of using the Internet through Kids Club Ely Ltd facilities. I understand that the Kids Club Ely Ltd's staff will implement the rules and policy as far as it is reasonably able to do so; however, I take full responsibility for how my child uses the Internet whilst attending Kids Club Ely Ltd.

NAME OF CHILD/CHILDREN:	
SIGNATURE OF PARENT/GUARDIAN:	
PRINT NAME:	
DATE:	