

Diseworth Heritage Centre

Acceptable Use Policy for ICT Facilities (Children and young people)

Children under the age of 16 must obtain the permission of parent(s) or guardians(s) or carer(s) before they can be allowed to use Diseworth Heritage Centre (“DHC” or “the Centre”) PCs or the Internet.

This form must be signed and returned to the Centre.

This is our current policy for the use of the computers, which you must agree to before we allow children between 8 and 15 to use the Centre’s ICT facilities for educational and research purposes. All users are expected to act responsibly and to show consideration to others. This policy applies to ALL users regardless of their status.

Children under 8 MUST be supervised at all times by a parent/guardian.

Children aged 8-15 may use the DHC computers unsupervised, when this form has been signed, BUT parents/guardians are responsible for the activities of their children whilst using the Internet.

Note that although internet content is filtered for children and young people, this is not always effective in blocking unsuitable material.

We may monitor use of the computer, including web sites visited, in order to plan better services and to ensure you keep to this policy. We will not use personal information for any other purpose, or divulge it to other people or organisations, in accordance with the Data Protection Act 1998.

DHC cannot be held responsible for the privacy or security of any activities, and urges caution when undertaking financial transactions on line.

You must read and accept the following terms and conditions on behalf of your child and before we allow your child to use the computers. Please ensure that they keep to them – if they don’t they may not be allowed access in the future.

I agree that:

- I am fully responsible for all activities and communications that take place during my child’s computer session.
- I will remain with and supervise my child if they are aged under 8.
- By using the Centre’s ICT facility, I agree that they have no expectation of privacy for any data they may load into any PC. Users must at all times respect the privacy of other users.

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- They will not wilfully damage or tamper with computer hardware or network equipment, or attempt to install or download software (including viruses) on to DHC computer hard drives. Note: Users may be held liable for costs incurred for repair and/or replacement of equipment where the damage was caused by misuse.
- They will not seek to gain unauthorised access to computer systems or information by bypassing network and systems security, or attempt to use any form of hacking or cracking software / system.
- They will respect the privacy and sensibilities of other users, and they will not cause noise, or display text or graphics that may be reasonably viewed as obscene or offensive.
- They will not violate copyright or software licence agreements, including the piracy of music, video or software.
- They will save documents and information only to writeable CDs or USB memory sticks. Note: Personal data stored elsewhere will be deleted when you have finished your session.
- They will not connect or install any form of PDA, Blackberry or mobile phones to any DHC computer. (Note: such devices may require software drivers, which should not be installed on a public shared use PC).
- They will use the computer only within the time that has been allocated to them.
- They may be asked to pay for any printing cost incurred.
- They will not use the computers for viewing live TV broadcasts (for which DHC is not licensed).

Use of the Internet

Access to the Internet may be filtered to prevent access to inappropriate sites, and to protect the computer systems. Users should be aware that the Centre logs all Internet use for all users. It is not acceptable to:

Access, download, create, store or transmit material which is indecent or obscene, or material which could cause annoyance, offence or anxiety to other users, or material which infringes copyright, or material which is unlawful.

The use of public chat rooms and forums or Instant Messaging (IM) is not allowed unless otherwise specified.

The Centre does not provide email facilities, such as Outlook Express.

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Users with webmail accounts, (such as Gmail) should not open attachments from senders they do not recognise, or that look suspicious.

Disciplinary Procedure

Those who misuse the computer facilities and contravene the ICT Acceptable Use Policy will be denied further access to the Centre's ICT facilities.

Agreement to the Acceptable Use Policy

Please sign below to show your acceptance of the terms and conditions outlined in the Diseworth Heritage Centre Acceptable Use Policy.

Full Name of child / young person:

_____ Signature _____

Parent or Guardian's Full Name:

_____ Signature _____

Address:

Date:

At Home

Parents and Carers are encouraged to always take care to protect your home computer and members of the family who use it. Talk to your children about how they use the Internet and tell them about the risks of downloading files from unknown sources or putting personal information on the Internet. All DHC IT users are strongly advised to implement a broadband firewall and install anti-virus protection on their own home PC, to ensure that any files brought to the Centre are virus-free.

Please check the DHC website [Downloads page](#) to ensure this is the latest version of this Policy document. E&OE.