



Acceptable use of the internet

Guidelines for members of Gateway into the Community

Each member is responsible for his or her behaviour when using the internet. This includes the sites you access and the language you use.

You must not browse, download or upload material that could be considered offensive or illegal. If you accidentally come across any such material you must tell a member of staff.

You must not send anyone material that could be considered threatening, bullying, offensive or illegal.

You must not give out personal information such as your or someone else's name, phone number or address without checking it is appropriate with a member of staff. It may be that you are learning how to shop on line and it is then appropriate, but the staff will support you in this.

Please do not upload photos or videos you have taken of other members or staff and volunteers onto the internet without their permission. If it is discovered that this is happening it will be treated very seriously by Gateway into the Community.

Do not tell other people your password especially to social networking sites as they can then pretend to be you. Always log out of these sites when you leave the computer as otherwise other people will be able to access your site. Do not ask our computers to remember your password as again other people can log on as you.

TURN OVER

Do not arrange to meet anyone you have met on the internet without discussing this with a member of staff who may offer to go with you or arrange for someone else to accompany you.

Staff will monitor your use of the internet by looking over your shoulder and checking which sites you are using and what you are writing on the sites.

They will also check the history regularly to see which sites have been accessed. If you feel that this is an invasion of your privacy then you are probably using the internet inappropriately for a Gateway into the Community session and may need to consider if the activity is acceptable even on your home computer or in a different setting where staff do not have a duty of care.

You need to understand that these rules are designed to keep you and other members safe and that if you cannot follow them you will not be able to access the internet at Gateway into the Community's activities and repeat offences such as uploading others' images without permission will result in your not being able to attend Gateway into the Community's activities for a period of time.

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