

# Internet Policy



Signed Linda Trew Name...Linda Trew...(Chairperson)...  
(on behalf of the Management Committee)

Date...21st January 2021 .....

To be reviewed January 2022

# **INTERNET POLICY**

**Attention Deficit Disorders Uniting Parents (ADDUP)** was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users.

## **Teaching and Learning**

The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. Where available Addup will provide young people with quality Internet access.

- Children & young people will be advised what internet use is acceptable and what is not and given clear objectives for internet use.
- Addup will ensure that the use of internet derived materials by staff and children & young people complies with copyright law.
- Children & young people will be advised how to report unpleasant internet content.
- Children & young people will be supervised when using the internet

## **Managing Internet Access**

ICT systems security will be reviewed regularly by Lyndsay Marsh Centre Manager.  
Virus protection will be updated regularly by Lyndsay Marsh Centre Manager

## **Published Content and the Organisation Web Site**

The contact details given online will be the organisation's office. Staff, volunteers, children, young people, or parent/carer personal contact information will not be published.

## **Publishing Children & Young People's Images and Work**

- Photographs that are used will only include the images of children & young people where Addup has been given consent for them to be used, they will be selected carefully, so that those individuals whose consent had not been given cannot be identified or their image misused. Group photographs will be used where possible rather than full – face photos of individual persons.
- Children & young people's full names are not used anywhere on the Addup web site or other on-line space, particularly in association with photographs.
- Written permission from parents or carers must be obtained before photographs of their child are published on Addup web site.
- Parent/carers will be clearly informed of the policy on image taking and publishing.

## **Managing Filtering**

Senior Project staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

If staff, children or young people come across unsuitable on-line materials, the site must be reported to a senior staff member. Lyndsay Marsh Centre Manager

## **Managing Emerging Technologies**

- Emerging technologies will be examined for benefit and a risk assessment will be carried out before use is allowed
- The use by young persons of cameras in mobile phones will be restricted
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998

## **Policy Decisions**

- All staff must read and agree to the Internet Policy before using any ICT resource
- Parent/carers must sign and return a consent form

## **Assessing Risks**

Addup will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. Addup cannot accept liability for any material accessed, or any consequences of Internet access.

Addup will audit ICT use to establish if the Internet policy is adequate and that the implementation of the Internet policy is appropriate and effective.

## **Handling Internet Complaints**

- Complaints of Internet misuse will be dealt with by the Chief Executive.
- Any complaint about staff and volunteer misuse must be referred to the Chief Executive.
- Complaints of a child protection nature must be dealt with in accordance with Addup's child protection procedures.
- Children & young people and parent/carers will be informed of the complaints procedure (see complaints policy)
- Children, young people and parent/carers will be informed of consequences for children & young people's misusing the internet.

## **Staff and the Internet policy**

- All staff and volunteers will be made aware of the Internet Policy and its importance explained.
- Staff and volunteers will be informed that network and internet traffic can be monitored and traced to the individual user.
- Staff and volunteers will always use a child friendly safe search engine when accessing the internet with young people.

Any breach of this policy will be addressed by the Management Staff and reported to the Chair.