



## Safe Internet and ICT Use

### Aim:

Venture Kids recognises that accessing the internet using Information and Communication Technology (ICT) is a useful resource for both staff and children, for purposes of research, homework and entertainment. However, it must be used with care to ensure that children are kept safe from exposure to harmful material.

For the purposes of this policy, ICT equipment includes laptops, tablet devices, mobile phones and handheld games consoles with recording and/or internet capabilities.

### Procedure:

At Venture Kids, access to the internet is only with adult supervision and for a specific purpose. We do not have computers, laptops or any devices available for the children. We have chosen to have an electronic free club.

If children bring ICT equipment of their own to the club, we require that they remain securely inside school bags and with the child's belongings until they leave the club.

Should staff choose to use a device for a recipe, an activity idea or to access information regarding a particular event, this will be done so with approval of the manager and only for that sole purpose. Any use of laptops or technology by staff is done so beyond the access of children.

During discussions about Safe Internet Use we follow the following guidelines for children:

- **Safe:** Keep safe by not giving out personal information - such as name, email, phone number, address, or school name - to people who you don't trust online.
- **Meeting:** Never agree to meet anyone you have only met online unless your parent or carer is with you.
- **Accepting:** Do not accept emails or instant messages, or open files, images or texts from people you don't know. They can contain viruses or nasty messages.
- **Reliable:** Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.
- **Tell:** Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

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