

KYS Acceptable Use Policy Youth Information Centre (Naas)



1. Opening Hours and Cost

You can use the computers for 1 hour at a time.

Opening Hours:

Monday-Thursday 9.45a.m. – 5.15 p.m.

Friday 9.45 a.m. – 4.45 p.m.

You may need to book in advance.

The cost of using the service is advertised in the centre. The service is free if you are 18 years or under.

PH: 045 897893

2. Conditions of Use

Parental consent for children under 15 is required.

You must give photo ID when registering. This Acceptable User Policy (AUP) outlines the conditions of use and the responsibilities of clients.

You are not allowed to look at

- Pornographic,
- violent or
- other offensive or illegal material.

If you do so you will be asked to leave the building immediately and the Gardai will be notified.

You must not

- interfere with the server or
 - Change any settings on the computer
- if you interfere with the server you will be refused further access to the system.

If you want to use a

- USB keys (memory stick),
- floppy disks or
- other removable media you must get it scanned by a member of staff first.

You must not save documents to the desktop or hard drive.

Printing— please ask staff about price of printing.

3. Bullying

Bullying of any kind will not be tolerated. The KYS anti-bullying policy applies at all time. Please ask staff for details.

4. Access

You can book in advance to use the computers. You must be on time for any booked slot or we will give the slot to another client. You can only book one session on a computer at a time.

5. Your Responsibilities – “Do’s and Don’ts”

Please

- use the computers in accordance with this AUP,
- be courteous and respectful in your email messages to others,
- use the computers for legal activity only and
- use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

Please do not

- damage computers or other equipment,
- change any settings or interfere with any data other than your own,
- gain access to inappropriate or unsuitable websites, chat rooms or newsgroups,
- send inappropriate, unsuitable, offensive or threatening email or
- send spam.

If you bring food or drink into the centre you must not eat or drink at the computer.

6. Personal Safety

Please tell staff about any

- unsolicited email,
- security problems or
- information that makes you uncomfortable to a member of staff.

Do not reveal your

- home address, photo, or phone numbers, or those of your friends, students or colleagues.

7. Client Consent

(Child/Adult details)

First Name (Block Letters): _____

Family Name (Block letters): _____

Please indicate your consent by signing here.

Client Signature: _____ To Days Date: _____

Date of birth: (if under 18) ___/___/___

Address _____

Telephone no: _____

Witnessed by staff member: _____ Date: _____

(ID is required for 13years and over)

Photo ID* (Circle) Yes/No _____

We accept valid student card, driving licence, passport, GNIB card.

(school ID cards are accepted for second level students)

8. Parent/Guardian Consent (required if under 15 years of age)

- * 1. In signing this I give permission to allow my Son/Daughter to access the internet but excluding Social Networking Sites and Agree to the KYS Acceptable Use Policy. This includes completion of our Internet & Social Networking Safety Induction Training.

Parent/Guardian Signature: 1. _____

- * 2. In signing this I give permission to allow my Son/Daughter to access the internet & social networking sites subject to the conditions of the individual site(s) and Agree to the KYS Acceptable Use Policy. This includes completion of our Internet and Social Networking Safety Induction Training.

Parent/Guardian Signature: 2. _____

Parent /Guardian:

Tel no. _____

Mobile _____

Date: _____

As the parent or legal guardian of the minor signing above, I grant permission for my Son/Daughter to use the Youth Information computers. I have read the stated rules and accept responsibility for setting and conveying standards for the above to use the internet.

(If you need information around these policies please don't hesitate to contact the Youth Information Centre on 045 897893)