Useful Websites
for information and help.

www.bbc.co.uk/webwise/courses/social-media-basics/

www.saferinternet.org.uk/

www.thinkuknow.co.uk/

www.microsoft.com/security/online-privacy/prevent.aspx

www.ceop.org.uk
(Child Exploitation and Online Protection Centre)
www.wisekids.org.uk/communities.htm

Contact the North Yorkshire Learning Disability Partnership Board at the:
Mencap Centre
Goosecroft Lane
Northallerton
North Yorkshire
DL6 1EG

Telephone:
01609 778894
Fax:
01609 778894
Email:

admin@northallertonmencap.org.uk

or
Call in person

Internet Safety for provider staff and volunteers.

The Internet is a means to open communication, available to all, at all times.

Anyone can view information, send messages, discuss ideas and publish material.

This makes the Internet a valuable resource as well as a potential risk.

For this reason it is vital that you comply with the following points:

You should make yourself aware of the IT and HR policies of the organisation for which you are working or volunteering.

**Show you care,
Be aware!**

You should ensure that you have been inducted into the use of the Internet and other ICT systems within your work and or volunteering setting.

**No need to confide,
Nothing to hide!**

You should ensure that your use of the Internet at work or within your volunteering setting is open and shared with others.

**Think before you send,
You can't amend!**

Do not reveal the names or any other information concerning colleagues, clients or those you support, acquired through your job, or any other means, on any social networking site, blog or other form of chat.

**Keep it confidential,
Unless they need to know!**

Always use respectful language and check what you have put when using the Internet either at work or at home.

**Think before you tweet,
You can't delete!**

Do not carry out personal communications at work or use the Internet for personal purposes unless, in exceptional circumstances, you have gained prior permission.

**Home and work do not mix,
Avoid things you cannot fix!**

Never criticise your employer, your work setting or those you support or use misleading or derogatory language on the Internet. If you have issues you should raise them personally with your line manager.

**Don't criticise through nasty play,
Make your point the proper way!**

If you discover unsuitable sites or use of the Internet at work or in your volunteering setting, you must report this to your line manager.

You should be aware that the monitoring, surveillance and investigation of the use of the Internet or any other ICT systems within your work or volunteering setting will be conducted by ICT technicians and other responsible staff and the police without prior notice.

**Think before you act,
You could be sacked!**

You should be aware that inappropriate use of the Internet could lead to dismissal and or referral to the police.