**ASHFORD INTERNATIONAL MODEL RAILWAY**

**EDUCATION CENTRE**

A PROJECT BY ASHFORD MODEL RAILWAY MUSEUM

REGISTERED CHARITY 1168774

POLICY STATEMENT AND PROCEDURE FOR ONLINE SAFETY

Document Reference AIMREC/P07

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| Issue No | Date | by | Approved | Notes |
| 1 | 18-02-2022 | Nigel Hoad | Fred Garner | First Issue |
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**AIMREC Online Safety Policy Statement**

The purpose of this policy statement is:

* that community users of AIMREC digital technologies will be responsible users and stay safe while using these systems and devices.
* that AIMREC systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* that users are protected from potential harm in their use of these systems and devices.

AIMREC systems and devices must be used in a responsible way, to ensure that there is no risk to the user or to the safety and security of the systems, devices and other users. This will also apply to any personal devices that are brought into the Workshop or associated premises.

The use of AIMREC systems and devices and digital communications will be monitored. The use of personal devices brought onto the premises for any activity must be inappropriate in our setting.

Uploading, downloading, or accessing any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. Use of any programmes or software that might bypass the filtering/security systems in place is prohibited.

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Accessing, copying, removing, or otherwise altering any other user’s files, without permission, is not permitted. Taking and/or publishing images of others including the use of personal equipment to record these images, is not permitted without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured. Permission to use the original work of others is required. Where work is protected by copyright, downloading, or distributing copies (including music and videos) is not permitted. The publishing or sharing of any information whilst on the premises on any personal website, social networking site or through any other means, is not permitted unless permitted from AIMREC.

Making large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work will require permission, as will installing or attempting to install programmes of any type or altering computer settings on a AIMREC device. Disabling or causing any damage to the Centre’s equipment, or the equipment belonging to others is not permitted.

We are committed to reviewing our policy and good practice annually.

**Signed Trustee Responsible for online safety**

Name: Fred Garner Phone/email: [fred.garner@aimrec.co.uk](mailto:fred.garner@aimrec.co.uk) / 07874980652

**AIMREC Online Safety Procedure**

1. **Uploading, downloading, or accessing any materials that are illegal**

1.1 Any illegal, inappropriate, or harmful material or incident, must be reported to xxxxxxxxx.

**2.0 Uploading or downloading that causes damage**

2.1 Any damage or faults involving equipment or software; however this may have happened, is to be reported immediately