



ICT INCIDENT REPORTING PROCESS

STEP 1: Identify Concern

Discuss issue with a colleague or ICT Coordinator. Identify if the issue involves the following:

- A student has been EXPOSED to and affected by inappropriate behaviour online. (Including cyberbullying, sexting, exposure to inappropriate material/content or in breach of school policy.)
- OR**
- A student has ENGAGED in inappropriate behaviour online. (Including psychological/emotional harm to another student or themselves, engaged in criminal activity or breach of school policy.)

STEP 2: Taking Action – Reporting of inappropriate use or incidents

Inquire into the inappropriate behaviour – This includes discussion with staff/students involved and refer to the school User Agreement / Bullying for breach of rules and regulations.

Report to Leadership – Inform ICT coordinator, Principal / Deputy Principal and fill out the eSmart 'Incident Record' form.

Depending on the nature/seriousness of the incident as determined by Leadership ;

- Contact the parents of all students involved.
 - Inform parents outlining inappropriate use of internet/social networking sites and the need for the parents to discuss the incident at home with the child involved.
- OR**
- Arrange a meeting with parents and parties involved, if necessary.
- OR**
- Contact CEO Legal for advice.
 - If it is a criminal offence, contact relevant authorities e.g. Victoria Police.

Consequences are enforced for inappropriate use, if deemed necessary.

STEP 3: Wellbeing

Provide wellbeing support for all staff or students involved in or witness to the incident.

Make an explicit teaching point for correct behaviour to students involved or class.

This policy was last reviewed in 2015.



School

Cana Catholic Primary



Incident Record

Incident Date: _____

Name of student/s:	Where / when the incident occurred?	Type of technology / website involved:
Staff involved:	Parent communication: (Phone call, letter, meeting)	Meeting Attendance: Date:
Type of incident:		
Other involvement:		
Response:		
Resolution / Consequence:		

Teaching Point / Follow up action: