

COMMUNICATION INFORMATION TECHNOLOGY MISCONDUCT - INCIDENT RESPONSE PROCEDURE

When a staff member, parent or student becomes aware that an inappropriate incident involving technology has occurred, the issue should be reported immediately via email to esmart@southportss.eq.edu.au for further investigation.

IS THIS ONGOING HARRASSMENT?

IS THIS ILLEGAL?

IS THIS INAPPROPRIATE OR CONCERNING?

SCHOOL RESPONSE

ICT RESPONSE:

Gather any evidence of the inappropriate content by taking screen shots where possible. Administration will make a record of the incident and/or offending material, and then take action to prevent further harm. Records will be kept confidential.

STUDENT MANAGEMENT RESPONSE:

The Deputy Principal will organise a parent meeting with the offending student/s to discuss incident and appropriate consequences will be discussed.

WELLBEING RESPONSE:

Our Student Services & Engagement Teacher (SSET), Guidance Officer or Chaplain will arrange support and guidance for affected individuals. Restorative conversations will take place after any major incident.

ICT RESPONSE:

Gather any evidence of the inappropriate content by taking screen shots where possible. Administration will make a record of the incident and/or offending material. Records will be kept confidential. **Police will be notified.**

STUDENT MANAGEMENT RESPONSE:

The Principal will organise a parent meeting with the offending student/s to discuss incident. Individuals offended against may also be involved in meeting with parents to determine intended course of action. Appropriate consequences will follow.

WELLBEING RESPONSE:

The Principal will arrange support and guidance for affected individuals. Wellbeing check-in conversations will take place after any major incident with all involved.

ICT RESPONSE:

Gather any evidence of the inappropriate content by taking screen shots where possible. Administration will make a record of the incident and/or offending material. Records will be kept confidential.

STUDENT MANAGEMENT RESPONSE:

The Deputy Principal will organise a meeting with the offending student/s to discuss incident. Individuals offended against will also be involved. Appropriate consequences will follow with parents informed.

WELLBEING RESPONSE:

Our D.P, SSET or Guidance Officer will arrange support and guidance for affected individuals. Restorative conversations will take place after any major incident.

INTENDED OUTCOME

Danger is minimised by removal of materials if possible. Responsible individuals have received consequences with parents involved have had the opportunity to discuss the incident openly with a member of staff. Necessary support will be provided be school.

Individuals affected have been consulted, along with parents. Responsible individuals have been informed of consequences with parents involved in the process. Records of the incident are kept CONFIDENTIALLY in OneSchool. All individuals involved have the opportunity to discuss the incident openly with a member of administration. Necessary support will be provided be school.

Individuals affected have been consulted, with responsible individuals receiving consequences. Records of the incident are kept CONFIDENTIALLY in OneSchool. All individuals involved have the opportunity to discuss the incident openly with a member of administration. Necessary support will be provided be school.