



THE WOODLANDS COMMUNITY PRIMARY SCHOOL MISUSE POLICY (Computing)

RESPONDING TO INCIDENTS OF MISUSE

Schools must ensure that they have appropriate strategies in place for responding to incident of misuse of the internet.

Minor incidents

These might be:

- Plagiarism and copyright infringement
- Downloading materials not relevant to their studies
- Misconduct associated with student logins, such as using someone else's password
- Incidents involving pupils using their own technology in school (such as mobile phones)
- Inappropriate use of YouTube or use of YouTube without a teacher's permission.
- Use of a search engine's images.
- Using the internet without permission and direction given by the teacher.

The head teacher and child protection officer should monitor minor incidents to identify trends in pupil behaviour and react to emerging issues. Depending on the nature of the incident there may be breaches of other policies, such as the anti-bullying policy, which may also justify review.

Major incidents

If police involvement becomes necessary, it is advisable for the headteacher to seek legal advice through the LA as soon as possible.

On discovery of an incident, if at all possible do absolutely nothing to the suspect computer(s), including turning them on or off. It may be necessary to shut down the whole network but do not do this unless instructed to do so by the police. Ensure that everyone is kept away and that nothing is touched. Under no circumstances should anyone in school attempt their own investigation or bring in an outside 'expert' to do so as this may compromise evidence and may constitute an illegal act in itself.

Sanctions of misuse of computers

Misuse of the internet, of computing programmes or of computing equipment

Examples: looking on inappropriate websites, searching for inappropriate images or information, deliberate vandalism to equipment, typing inappropriate words or drawing inappropriate pictures:

1. First incident will result in a meeting between parents, teacher and a member of senior management (e.g. head teacher) about the incident.
2. A second incident will result in a ban from all computing equipment for a length of given time, to be decided depending on the severity of the incident.

A list will be kept of children who have been banned. All incidents will be record and logged.

FLOWCHART FOR RESPONDING TO INTERNET SAFETY INCIDENTS IN SCHOOL

