

## Online Incident Reporting Guidelines

### Rationale

Drysedale Primary School is committed to providing its students with a safe and supportive learning environment that provides everyone with a genuine opportunity to reach their full potential. As an eSmart Accredited School, Drysdale PS is committed to ensuring the responsible use of Information Communications Technologies (ICT). Instances where students use ICT irresponsibly, offensively, illegally or inappropriately are taken seriously as they can impact on our students' safety and wellbeing.

### Related Documents

- Drysdale Primary School eSmart Policy
- Drysdale Primary School Behaviour Management Policy
- Drysdale Primary School ICT Acceptable Use Agreement
- Drysdale Primary School Childsafe Policy
- Sentral Incident Report Guide DPS
- DEECD Step-by-step Guide for Responding to Online Incidents of Inappropriate Behaviour by Students ([click here to open the document](#))

### Step 1 – Identify Concern

Notification of an incident may come from a number of sources including the student/s involved, other students who were witnesses, parents or guardians, or other staff members.

The first step is to identify if the issue involves the following:

- a student has been exposed to or affected by inappropriate behaviour online, or
- a student has engaged in inappropriate behaviour online.

If either of these have occurred, these guidelines must continue to be followed.

If the incident is being reported by a student who was either involved, or witnessed the incident, encourage them to provide any physical evidence they have (photos, screenshots, documents, messages, etc).

### Step 2 – Reporting Incident

The details of the incident need to be recorded in the Sentral Incident Register. For detailed instructions on how to do this, refer to the Sentral Incident Report Guide

**Note** - in the Location field, Online must be selected.

The Assistant Principals must be notified of all Online Incidents.

Any evidence collected should be uploaded to the Incident on the Sentral Incident Register.

### **Step 3 – Taking Action**

The first step in taking action will be to follow the Sanctions in the Drysdale PS Behaviour Management Policy.

The Assistant Principal/Principal will:

- Contact the Parents/Guardians of the child or children involved.

Depending on the severity of the Incident, the Assistant Principal/Principal may also:

- Restrict the use of Drysdale PS ICT network/equipment of the child or children involved.
- Meet with the Parents/Guardians of the child or children involved to discuss the details of the incident.
- Inform Parents/Guardians of the need to discuss and follow up the incident at home.
- Encourage the Parents/Guardians of the child or children involved to restrict the use of ICT at home.
- Contact Department of Education and Training (DET) Legal Unit for further advice.

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