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| Students  |  Actions Sanctions  |
| Incidents: | Refer to class teacher  | Refer to E-safety Coordinator | Refer to Head teacher  | Refer to Police | Refer to technical support staff for action re filtering / security etc | A verbal warning/ Written Warning | Inform parents / Carers | Removal of network / internet access rights  | Further sanction e.g. missing lunchtimes/ exclusions |
| **Deliberately accessing or trying to access material that could be considered illegal**  |  | x | x | x |  |  | ✓ | ✓ | ✓ |
| Unauthorised use of non-educational sites during lessons | x | x |  |  |  | ✓ |  |  |  |
| Unauthorised use of mobile phone / digital camera / other mobile device | x | x |  |  |  | ✓ | ✓ |  |  |
| Unauthorised use of social media / messaging apps / personal email | x | x |  |  |  | ✓ | ✓ |  |  |
| Unauthorised downloading or uploading of files |  | x |  |  | x | ✓ | ✓ |  |  |
| Allowing others to access school network by sharing username and passwords | x | x |  |  |  | ✓ |  |  |  |
| Attempting to access or accessing the school network, using another student’s account |  | x |  |  |  | ✓ |  |  |  |
| Attempting to access or accessing the school network, using the account of a member of staff |  | x | x |  |  |  | ✓ |  | ✓ |
| Corrupting or destroying the data of other users |  | x | x |  |  |  | ✓ |  | ✓ |
| Sending an email, text or message that is regarded as offensive, harassing or of a bullying nature | x | x |  |  |  |  | ✓ |  | ✓ |
| **Continued infringements of the above, following previous warnings or sanctions** |  |  | x |  |  |  |  | ✓ | ✓ |
| Actions which could bring the school into disrepute or breach the integrity of the ethos of the school |  |  | x |  |  |  | ✓ |  | ✓ |
| Using proxy sites or other means to subvert the school’s filtering system |  | x |  |  | x |  | ✓ | ✓ | ✓ |
| Accidentally accessing offensive or inappropriate material and failing to report the incident | x | x |  |  | x | ✓ |  |  |  |
| Deliberately accessing or trying to access offensive or inappropriate material |  | x | x |  | x |  | ✓ | ✓ | ✓ |
| Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act21 |  | x | x |  | x | ✓ |  |  | ✓ |

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| Staff | Actions / Sanctions  |
| Incidents: | Refer to le-safety Coodinator | Refer to Head teacher  | Refer to Local Authority / HR | Refer to Police | Refer to Technical Support Staff for action re filtering etc | Verbal or Written Warning | Refer to Head teacher/Governors | Disciplinary Action |
| Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities). |  | x | x | x |  |  |  | ✓ |
| Inappropriate personal use of the internet / social media / personal email | x | X  |  |  | X  | ✓ |  |  |
| Using personal equipment to record images or videos of children without consenting a colleague first. (Only to be used in an emergency and pictures to be deleted in the presence of a member of staff, or e-safety coordinator within 24 hours) | x | x |  |  |  | ✓ |  |  |
| Using a mobile phone within lesson times.  |  | x |  |  |  | ✓ |  |  |
| Unauthorised downloading or uploading of files | x | x |  |  |  | ✓ |  |  |
| Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person’s account | x |  |  |  |  | ✓ |  |  |
| Careless use of personal data e.g. holding or transferring data in an insecure manner | x | x |  |  |  | ✓ | ✓ |  |
| Deliberate actions to breach data protection or network security rules | x | x | x |  | x |  | ✓ |  |
| Corrupting or destroying the data of other users or causing deliberate damage to hardware or software | x | x |  |  | x | ✓ | ✓ |  |
| Sending an email, text or message that is regarded as offensive, harassing or of a bullying nature | x | x |  |  |  |  | ✓ |  |
| Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils |  | x |  |  |  |  | ✓ |  |
| Actions which could compromise the staff member’s professional standing  |  | x |  |  |  | ✓ | ✓ |  |
| Actions which could bring the school into disrepute or breach the integrity of the ethos of the school.  |  | x | x |  |  | ✓ | ✓ |  |
| Using proxy sites or other means to subvert the school’s filtering system | x | x |  |  | x |  | ✓ |  |
| Accidentally accessing offensive or pornographic material and failing to report the incident | x |  |  |  |  | ✓ |  |  |
| Deliberately accessing or trying to access offensive or pornographic material |  | x | x |  | x |  |  | ✓ |
| Breaching copyright or licensing regulations | x | x |  |  |  | ✓ |  |  |
| Continued infringements of the above, following previous warnings or sanctions |  | **x** | **x** |  |  |  |  | ✓ |

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