

TYPE OF INCIDENT

Sexual:

- Sexual harassment
- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member
- Sexting (sexually provocative images of a minor)
- Sexting (text only—highly graphic)
- Sexting (text only—low graphic nature)

Violence [critical trigger]

Self-harm

Cyberbullying/harassment

Grooming

Incitement

Financial

Identity Theft

Cheating

Copyright violation

Plagiarism

Pornography

Hacking

Inappropriate contact with staff

Illegal substance abuse

Blackmail

Hate speech

Misuse of personal information (password violation)

Gaming (gambling)

Misuse of school computers

Other:

Description of the event; what happened? _____

Who was involved? _____

When did the incident get noticed? By whom? _____

Where did the incident occur (on or off campus)? _____

Was any school property used such as a computer or network connection? _____

GENERAL INFORMATION

On what website/forum did the incident occur? _____

Was the incident referred to anywhere else online or through text messages? _____

Who knows about the incident? _____

Who has access to the materials in question (texts, photos, video)? _____

Who else is involved? _____

Do you feel there is a threat? How serious is the threat? _____

How do you feel about what happened? _____

Is there anything else we should know? _____

What steps can be taken by the school to avoid future incident? _____

QUESTIONS FOR THE INTERVIEWER:

Describe the emotional state of the witness: _____

How reliable is the witness? _____

Were there discrepancies in the account? Where? _____

Do you have other concerns about the account? _____

Follow up recommendations: _____

Interviewer Signature: _____ Date: _____

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.

LAW ENFORCEMENT CONTACT

Organization contacted: _____

Point person within organization: _____ Name: _____

Contact number: _____ Email: _____

Law in question: _____

_____ Case Number: _____

LAW ENFORCEMENT CONTACT LOG

DATE OF CONTACT	RESOLUTION

School property released to law enforcement: _____

Student property released to law enforcement: _____

Follow up: _____

CHILD WELFARE AGENCY CONTACT

Organization name: _____

Point person within organization: _____

Contact number: _____ Email: _____

_____ Case number: _____

AGENCY CONTACT LOG

DATE OF CONTACT	RESOLUTION

ILLEGAL INCIDENT

Property released to child welfare agency: _____

Follow up: _____

CONSULT WITH SCHOOL/DISTRICT ATTORNEY

Name of attorney/legal advisor: _____

Contact number: _____ Email: _____

LEGAL ADVISORY CONTACT LOG

DATE OF CONTACT	RESOLUTION

Interviewer Signature: _____ Date: _____

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.

If the incident involves criminal activity;

STOP!

Do not take any further action until you have consulted with law enforcement officials.



Name: _____ Home Room Teacher: _____

Grade: _____ Age: _____ Birthdate: _____

Address: _____

Phone number: _____ Alt phone number: _____

Parent/Guardian contact: _____ Parent/Guardian contact number: _____

Parent/Guardian alt number: _____ Parent/Guardian email address: _____

RESPONSE: What was the person's response to the incident?

- Unconcerned
- Angry
- Curious
- Distressed
- Frightened
- Secretive
- Other:

CONTENT:

What was the type of content? (Sexual, violence, racial, abusive or other?)

Did anyone else see it? Y/N

Have they told anyone else about it? Y/N

CONTEXT:

Is the victim in the image identifiable? Y/N

Can his/her location be traced? Y/N

Is text or image potentially indecent or illegal? Y/N

CYBERBULLYING:

What was the type of cyberbullying? (sexual, violent, physical, group)

Was information or images published of the person? Y/N

(If yes, refer back to Publishing Section for more questions to ask).

Assess the extent of the contact:

- One off conversation
- Regular conversation
- Regular conversation using inappropriate or sexualized language or threats
- Attempts to break child away from safety
- Offline meeting arranged
- Offline meeting occurred

Is it an offense? Y/N

If so, what are the reporting steps? _____

Are the parents aware? Y/N

When did the incident occur? _____

REQUEST FOR INFORMATION:

Did the child give out any personal information? Y/N

VICTIM

VICTIM CONTACT LOG

DATE	NATURE OF CONTACT

If Victim is a student...

PARENT/GUARDIAN CONTACT LOG

DATE	NATURE OF CONTACT

QUESTIONS FOR THE INTERVIEWER:

Describe the emotional state of the witness: _____

How reliable is the witness? _____

Were there discrepancies in the account? Where? _____

Do you have other concerns about the account? _____

Follow up recommendations: _____

School action taken: _____

Support plan for victim: _____

Interviewer Signature: _____ Date: _____

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.

If the incident involves criminal activity;

STOP!

Do not take any further action until you have consulted with law enforcement officials.



Name: _____ Home Room Teacher: _____

Grade: _____ Age: _____ Birthdate: _____

Address _____

Phone number: _____ Alt phone number: _____

Parent/Guardian contact: _____ Parent/Guardian contact number: _____

Parent/Guardian alt number: _____ Parent/Guardian email address: _____

RESPONSE: What was the person's response to the incident?

- Unconcerned
- Angry
- Curious
- Distressed
- Frightened
- Secretive
- Other:

CONTENT:

What was the type of content? (sexual, violence, racial, abusive or other): _____

Did anyone else see it? Y/N

Have they told anyone else about it? Y/N

INCITEMENT:

Was the child secretive about the site? Y/N

Did the child access the site in an isolated place? Y/N

Did they understand the risks of accessing this site? Y/N

Was their response to the site...

Healthy (e.g. using for research) Problematic (looking for advice or guidance)

Harmful (relying on site for tips, using site to communicate with like-minded individuals, the site is reinforcing/ minimizing potentially harmful behaviors eg self-harm, pro anorexia sites)

SEND/PUBLISHING:

Has an offense taken place? (refer to Glossary for information on what constitutes an offense) Y/N

Were others put at risk (eg their image / information was sent / published) Y/N

Was this an isolated incident or persistent? Y/N

Did the instigator have empathy for the victim? Y/N

INTERCEPTION OF COMMUNICATION/HACKING:

Have they placed themselves or others at risk? Y/N

Has personal or financial information been stolen? If yes, this constitutes a criminal offence and advice should be sought from the police) Y/N

Has illegal content been accessed and sent to other's computers? Y/N

POSSIBLE OFFENDER

ASK OFFENDER:

Describe the event: _____

Why did you do it (send the message/email/text/photo, hack, download, etc.) _____

What was your intent? _____

What did you think would happen after you sent it/did it? _____

Did anyone witness the event? _____ Y/N

How many people? _____

Who? _____

How did those people respond? Did they forward your message/photo/text? _____

What did you think would happen if it got forwarded or copied? _____

POSSIBLE OFFENDER

QUESTIONS FOR THE INTERVIEWER:

Based on your observations, does the offender's response seem reliable?

Y/N

As far as you can tell, what was his/her intent? _____

What other factors are involved? _____

OFFENDER CONTACT LOG

DATE	NATURE OF CONTACT

If Offender is a student...

PARENT/GUARDIAN CONTACT LOG

DATE	NATURE OF CONTACT

QUESTIONS FOR THE INTERVIEWER:

What was the emotional state of the witness? _____

How reliable is the witness? _____

POSSIBLE OFFENDER

Were there discrepancies in the account? Where? _____

Do you have other concerns about the account? _____

Follow up recommendations: _____

School action taken: _____

Support plan for offender: _____

Interviewer Signature: _____ Date: _____

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.

If the incident involves criminal activity;

STOP!

Do not take any further action until you have consulted with law enforcement officials.



Name: _____ Home Room Teacher: _____

Grade: _____ Age: _____ Birthdate: _____

Address _____

Phone number: _____ Alt phone number: _____

Parent/Guardian contact: _____ Parent/Guardian contact number: _____

Parent/Guardian alt number: _____ Parent/Guardian email address: _____

RESPONSE: What was the person's response to the incident?

Unconcerned

Frightened

Angry

Secretive

Curious

Other:

Distressed

BYSTANDER CONTACT LOG

DATE	NATURE OF CONTACT

If Bystander is a student...

PARENT/GUARDIAN CONTACT LOG

DATE	NATURE OF CONTACT

BYSTANDER

Name all the people involved in this incident: _____

Describe what happened: _____

Describe the emotions displayed by the victim: _____

Describe the emotions displayed by the offender: _____

Did you forward, re-post/tweet anything regarding the incident, [i.e. image/message/text] to anyone or to another account of yours? _____ Y/N

Details: _____

What was your intent? _____

QUESTIONS FOR THE INTERVIEWER:

What was the emotional state of the witness? _____

How reliable is the witness? _____

Were there discrepancies in the account? Where? _____

Do you have other concerns about the account? _____

Follow up recommendations: _____

BYSTANDER

Name all the people involved in this incident: _____

Describe what happened: _____

Describe the emotions displayed by the victim: _____

Describe the emotions displayed by the offender: _____

Did you forward, re-post/tweet anything regarding the incident, [i.e. image/message/text] to anyone or to another account of yours? _____

Y/N

Details: _____

What was your intent? _____

QUESTIONS FOR THE INTERVIEWER:

What was the emotional state of the witness? _____

How reliable is the witness? _____

Were there discrepancies in the account? Where? _____

School action taken: _____

Support plan for bystander: _____

Interviewer Signature: _____ Date: _____

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.

If the incident involves criminal activity;

STOP!

Do not take any further action until you have consulted with law enforcement officials.



Name: _____ Employee number: _____

Contact number: _____

Is there an AUP/RUP with signature on file? Y/N

Did the member of staff misuse the school's internal email/network system? Y/N

Did the member of staff communicate with a young person inappropriately (eg via text message, multimedia images)? Y/N

Consider the extent of the communication:

One off conversation

Repeat or regular conversations

Regular conversation using inappropriate or sexualized language or threats

Attempts to breakaway

Offline meeting arranged

Offline meeting occurred

Has an illegal offense occurred? Y/N

If so, what are the reporting steps? _____

Did the member of staff access inappropriate/ illegal material within school? Y/N

What equipment was used:

School Equipment Device type: _____

Staff-owned Equipment Device type: _____

What rule or policy appears to be violated? _____

If you are concerned that a child may have been a victim of a criminal offense please refer the Illegal Incidentresponse investigation form.

STAFF CONTACT LOG

DATE	NATURE OF CONTACT

Were any students contacted directly by you?

Y/N

Who? _____

What were you trying to do? What was your intent? _____

Describe the incident: _____

QUESTIONS FOR THE INTERVIEWER:

Describe the emotional state of the witness? _____

How reliable is the witness? _____

Were there discrepancies in the account? Where? _____

Do you have other concerns about the account? _____

Follow up recommendations: _____

School action taken: _____

Support plan for staff: _____

What steps can be taken by the school to avoid a future incident? _____

Interviewer Signature: _____ Date: _____

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.