



Emersons Green Primary School
Learning Together, Achieving Together

It is intended that incidents of misuse by students will be dealt with through normal behaviour / disciplinary procedures as follows:

Students / Pupils	Actions / Sanctions								
Incidents:	Refer to class teacher / tutor	Refer to E-safety Co-ordinator / Head of Department / Year	Refer to Headteacher	Refer to Police	Refer to technical support staff for action e.g. filtering	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	√	√	√	√	√	√	√	√	√
Unauthorised use of non-educational sites during lessons	√	√	√				√	√	√
Unauthorised use of mobile phone / digital camera / other handheld device	√	√	√				√	√	√
Unauthorised use of social networking / instant messaging / personal email	√	√	√		√	√	√	√	√
Unauthorised downloading or uploading of files	√	√	√		√	√	√	√	√
Allowing others to access school network by sharing username and passwords	√	√	√			√	√	√	√
Attempting to access or accessing the school network, using another student's / pupil's account	√	√	√			√	√	√	√
Attempting to access or accessing the school network, using the account of a member of staff	√	√	√			√	√	√	√
Corrupting or destroying the data of other users	√	√	√			√	√	√	√
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	√	√	√			√	√	√	√
Continued infringements of the above, following previous warnings or sanctions	√	√	√	√		√	√	√	√
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	√	√	√			√	√	√	√
Using proxy sites or other means to subvert the school's filtering system	√	√	√		√	√	√	√	√
Accidentally accessing offensive or pornographic material and failing to report the incident	√	√	√		√	√	√	√	√
Deliberately accessing or trying to access offensive or pornographic material	√	√	√	√	√	√	√	√	√
Receipt or transmission of material that infringes the copyright of another person or infringes the Data	√	√	√		√	√	√	√	√

