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

Staff	**Actions / Sanctions**							
Incidents:	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal.	√	√	√	√	√	√	√	√
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	√	√	√		√	√		
Unauthorised downloading or uploading of files	√	√	√		√	√		
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	√	√	√		√	√		
Careless use of personal data e.g. holding or transferring data in an insecure manner	√	√	√		√	√	√	√
Deliberate actions to breach data protection or network security rules	√	√	√		√	√	√	√
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	√	√	√	√	√	√	√	√
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	√	√	√		√	√	√	√
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	√	√	√		√	√	√	√
Actions which could compromise the staff member's professional standing	√	√	√		√	√	√	√
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	√	√	√		√	√	√	√
Subverting 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	√	√	√	√	√	√	√	√
Breaching copyright or licensing regulations	√	√	√		√	√	√	√
Continued infringements of the above, following previous warnings or sanctions	√	√	√	√	√	√	√	√