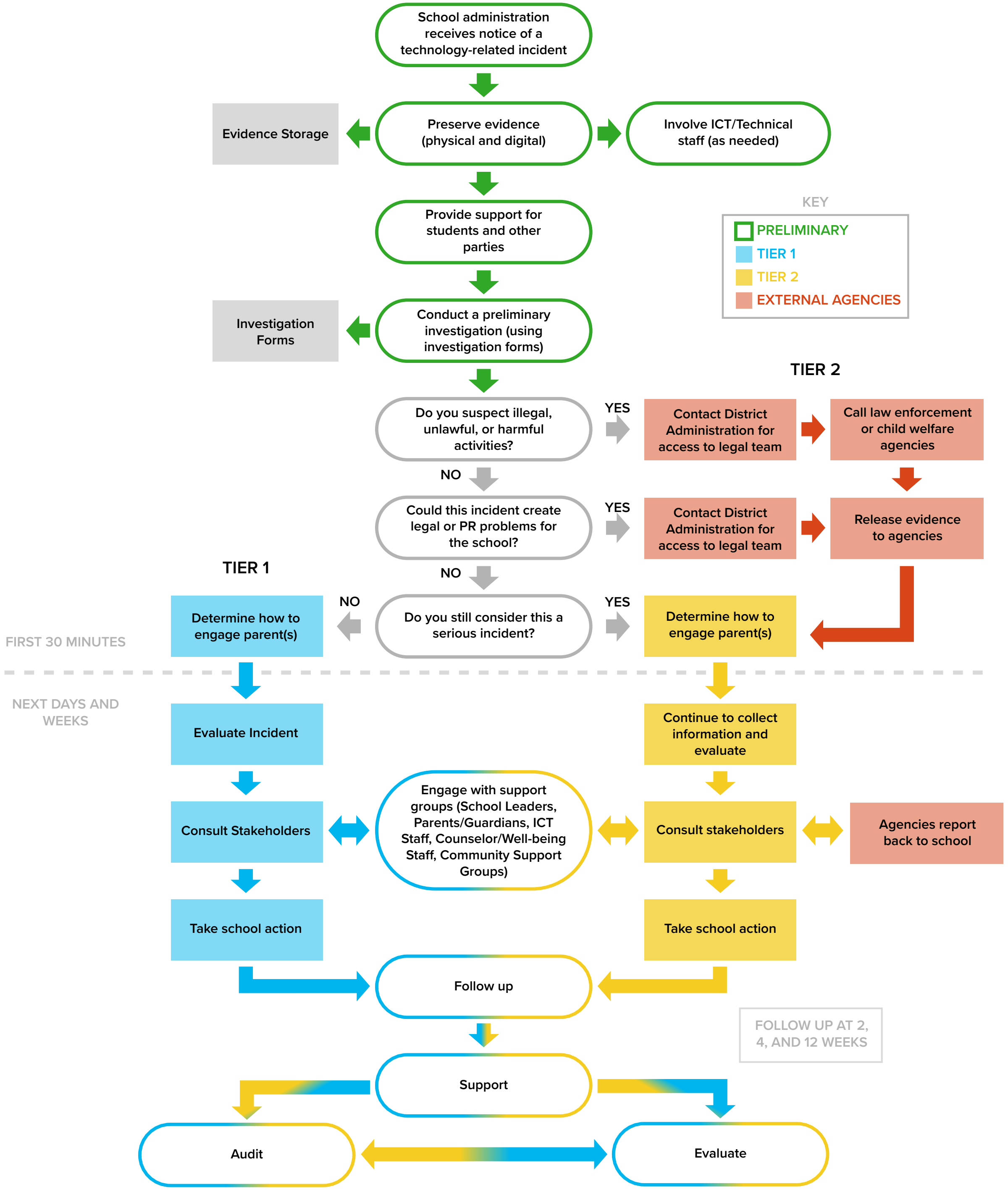
School administration receives notice of a technology-related incident
Preserve evidence (physical and digital)
Evidence Storage
Involve ICT/Technical staff (as needed)
Provide support for students and other parties
Conduct a preliminary investigation (using investigation forms)
Investigation Forms
KEY
PRELIMINARY
TIER 1
TIER 2
EXTERNAL AGENCIES
TIER 2
Do you suspect illegal, unlawful, or harmful activities?
YES
Contact District Administration for access to legal team
Call law enforcement or child welfare agencies
NO
Could this incident create legal or PR problems for the school?
YES
Contact District Administration for access to legal team
Release evidence to agencies
NO
TIER 1
Do you still consider this a serious incident?
NO
YES
Determine how to engage parent(s)
Determine how to engage parent(s)
FIRST 30 MINUTES
NEXT DAYS AND WEEKS
Evaluate Incident
Continue to collect information and evaluate
Consult Stakeholders
Engage with support groups (School Leaders, Parents/Guardians, ICT Staff, Counselor/Well-being Staff, Community Support Groups)
Consult stakeholders
Agencies report back to school
Take school action
Take school action
Follow up
FOLLOW UP AT 2, 4, AND 12 WEEKS
Support
Audit
Evaluate