



## **ACTION TO BE TAKEN IN THE EVENT OF THE SCHOOL SUSPECTING THAT INAPPROPRIATE USE HAS BEEN MADE OF A SCHOOL COMPUTER**

Responsibility	Phil Hanson
Date of last review	June 2017
Date of next review	June 2018

This policy is to be read in conjunction with the Safeguarding Children Policy.

This policy applies to all students, staff and visitors provided with access to the school's ICT network. Pershire High School fully recognises its responsibilities for safeguarding children.

**If the school suspects that they have a computer with information or images contained within, that they feel is irregular/illegal and/or may warrant a Police enquiry:**

- It is vital to retain the integrity of the computer.
- They must close down the computer **immediately** in the usual way, noting the time and date this was done, and who carried out the close down.
- Then the computer must be isolated in a secure area allowing nobody else access to it.
- Inform the Heateacher and School e-Safety Officer who will inform the Police.
- Police Officers will seize the suspected offending computer and immediately bag and tag it.
- This retains the integrity of the computer, and should the matter proceed to Court, we can evidence what happened to the computer as soon as anything was discovered.
- All involved in the investigation will then be less likely to be open to an allegation that the computer could have been tampered with, after the evidence was discovered.
- Any other items, (eg. memory stick) which may be involved will also need to be retained, isolated, and secure.