E-Safety Incident Log

The purpose of this document is to record any incidence of the Response to Incident Flow Chart (Sward, 2013) being put into use. Any privacy breaches, exposure of personally identifiable information and incidences of inappropriate or illegal activity on school technology should be recorded here. For a more in depth report – please fill out the E-Safety Incident Report form (attached)

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Incident | Brief description of what happened | Description of information inappropriately accessed, collected, used, disclosed or received | Contact person and info |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**E-Safety Incident Report**

**Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report filled out by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of what happened:**

**Description of information inappropriately accessed, collected, used or disclosed or received:**

**Potential risks to the individual caused by this incident:**

**Potential risks to others caused by this incident:**

**Steps taken to control or reduce the harm of the incident (list all):**

**Future steps to prevent reoccurrence (list all):**

**Steps taken by parents to support resolution (list all):**

**Contact person at the school:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy Commissioner contact information shared with: \_\_\_\_\_teacher \_\_\_\_\_\_parent**

**Superintendent advised? \_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_ no because**