

<b>Incidents of Misuse Actions / Sanctions 2014-2015</b>	Warning	Refer to class teacher	Refer to Head of Department	Refer to Headteacher	Inform parents / carers	Removal of network / internet access rights	Refer for action re filtering / security	Further sanctions	Refer to Police
Unauthorised use of non-educational sites or inappropriate content 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									
Accidentally accessing offensive or pornographic material and failing to report the incident									
Attempting to access or accessing the school network, using the account of a member of staff						Class use only		Case Specific	
Corrupting or destroying the data of other users						Class use only		Case Specific	
Using proxy sites or other means to subvert the school's filtering system						Class use only		Case Specific	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature						Class use only		Case Specific	Case Specific
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection						Class use only		Case Specific	Case Specific
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school						Class use only		Case Specific	Case Specific
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).						Class use only		Case Specific	Case Specific
Deliberately accessing or trying to access offensive or pornographic material						Class use only		Case Specific	Case Specific
Continued infringements of the above, following previous warnings or sanctions								Case Specific	Case Specific