School administration receives notice of a technology-related incident

Preserve evidence (physical and digital)

Involves ICT/Technical staff (as needed)

Provide support for students and other parties

Conduct a preliminary investigation (using investigation forms)

Do you suspect illegal, unlawful, or harmful activities?

Could this incident create legal or PR problems for the school?

TIER 1

Determines how to engage parent(s)

No

Evaluate Incident

Consult Stakeholders

Take school action

FOLLOW UP AT 2, 4, AND 12 WEEKS

TIER 2

Contact District Administration for access to legal team

Call law enforcement or child welfare agencies

Release evidence to agencies

Determine how to engage parent(s)

Continue to collect information and evaluate

Consult stakeholders

Take school action

Agencies report back to school

Support

Audit

Evaluate

KEY

PRELIMINARY

TIER 1

TIER 2

EXTERNAL AGENCIES