GENERAL INFORMATION

NOTE: Before making any notes, hear the complete story, showing empathetic listening—repeating and restating what the interviewee has said, giving encouraging comments as you go, “I can see why you felt that way.” The first person to receive a report is in the best position to record the intent and state of mind of the person giving the report and is most likely to get an accurate story. For more information, see Learning Module C: How to Conduct an Interview.

Date of Incident: ____________________________

Location of Incident: On Campus Where? ____________________________  
                    Off Campus Where? ____________________________

School equipment used: ____________________________

Property collected/held: ____________________________

Victim(s) Involved: ____________________________

Offender(s) involved: ____________________________

Bystander(s) involved: ____________________________

Fill out Victim, Offender, Bystander forms for each party listed above.

Law broken: ____________________________

REPORTING How was the incident reported? (check all that apply) ____________________________

Self reported  Name: ____________________________

Reported by 3rd party (eg friend/parent/bystander) Name: ____________________________  
Ph / email: ____________________________

Reported by staff member  Name: ____________________________  
Ph / email: ____________________________

Other (e.g. Police)  Name: ____________________________  
Ph / email: ____________________________

See attached (record all persons who report)
### TYPE OF INCIDENT

<table>
<thead>
<tr>
<th>Sexual:</th>
<th>Other:</th>
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<tbody>
<tr>
<td>Sexual harassment</td>
<td>Identity Theft</td>
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<tr>
<td>Unwelcome sexual advances</td>
<td>Cheating</td>
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<tr>
<td>Requests for sexual favors</td>
<td>Copyright violation</td>
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<tr>
<td>Verbal or physical conduct of</td>
<td>Plagiarism</td>
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<tr>
<td>a sexual nature made by a student</td>
<td>Pornography</td>
</tr>
<tr>
<td>to another student or by a student to a staff member</td>
<td>Hacking</td>
</tr>
<tr>
<td>Sexting (sexually provocative images of a minor)</td>
<td>Inappropriate contact with staff</td>
</tr>
<tr>
<td>Sexting (text only—highly graphic)</td>
<td>Illegal substance abuse</td>
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<tr>
<td>Sexting (text only—low graphic nature)</td>
<td>Blackmail</td>
</tr>
<tr>
<td>Violence [critical trigger]</td>
<td>Hate speech</td>
</tr>
<tr>
<td>Self-harm</td>
<td>Misuse of personal information (password violation)</td>
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<tr>
<td>Cyberbullying/harassment</td>
<td>Gaming (gambling)</td>
</tr>
<tr>
<td>Grooming</td>
<td>Misuse of school computers</td>
</tr>
<tr>
<td>Incitement</td>
<td>Other:</td>
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<td>Financial</td>
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**Description of the event; what happened?**

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Who was involved? ____________________________

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

When did the incident get noticed? By whom?  

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

Where did the incident occur (on or off campus)?

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

Was any school property used such as a computer or network connection?

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

**GENERAL INFORMATION**
On what website/forum did the incident occur? ____________________________________________

Was the incident referred to anywhere else online or through text messages? ____________________________________________

Who knows about the incident? ____________________________________________

Who has access to the materials in question (texts, photos, video)? ____________________________________________

Who else is involved? ____________________________________________

Do you feel there is a threat? How serious is the threat? ____________________________________________

How do you feel about what happened? ____________________________________________

Is there anything else we should know? ____________________________________________

What steps can be taken by the school to avoid future incident? ____________________________________________

QUESTIONS FOR THE INTERVIEWER:
Describe the emotional state of the witness: ____________________________________________

How reliable is the witness? ____________________________________________

Were there discrepancies in the account? Where? ____________________________________________

Do you have other concerns about the account? ____________________________________________
Follow up recommendations: ________________________________

________________________________________________________________________

________________________________________________________________________

Interviewer Signature: ___________________________ Date: ___________________________

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment / investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.
**LAW ENFORCEMENT CONTACT**

Organization contacted: ___________________________________________________________________

Point person within organization: ________________ Name: ___________________________________________________________________

Contact number: ___________________________________________________________________ Email: ___________________________________________________________________

Law in question: ___________________________________________________________________ Case Number: ___________________________________________________________________

**LAW ENFORCEMENT CONTACT LOG**

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School property released to law enforcement: ___________________________________________________________________

Student property released to law enforcement: ___________________________________________________________________

Follow up: ___________________________________________________________________

**CHILD WELFARE AGENCY CONTACT**

Organization name: ___________________________________________________________________

Point person within organization: ___________________________________________________________________

Contact number: ___________________________________________________________________ Email: ___________________________________________________________________

Case number: ___________________________________________________________________

**AGENCY CONTACT LOG**

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ILLEGAL INCIDENT
Property released to child welfare agency: ________________________________

Follow up: ________________________________

CONSULT WITH SCHOOL/DISTRICT ATTORNEY

Name of attorney/legal advisor: ________________________________

Contact number: ________________________________ Email: ________________________________

LEGAL ADVISORY CONTACT LOG

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<th>DATE OF CONTACT</th>
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Interviewer Signature: ________________________________ Date: ________________________________

This assessment tool can be used to assist decision-making in dealing with incidents of computer or e-communications misuse within your school. It can be used to inform initial action but is not a substitute for a thorough risk assessment investigation. The tool informs the responses to incidents of concern by administration, faculty, staff, and technical/ICT personnel.
If the incident involves criminal activity;  
**STOP!**  
Do not take any further action until you have consulted with law enforcement officials.

Name: ___________________________________  Home Room Teacher: ____________________

Grade: ________________________________  Age: ______________  Birthdate: __________________

Address: __________________________________________

Phone number: __________________________  Alt phone number: _______________________

Parent/Guardian contact: ________________________________  Parent/Guardian contact number: __________________

Parent/Guardian alt number: ________________________  Parent/Guardian email address: ______

**RESPONSE:** What was the person's response to the incident?

Unconcerned  Frightened

Angry  Secretive

Curious  Other:

Distressed

**CONTENT:**

What was the type of content? (Sexual, violence, racial, abusive or other?)

________________________________________

Did anyone else see it?  Y/N

Have they told anyone else about it?  Y/N

**CONTEXT:**

Is the victim in the image identifiable?  Y/N

Can his/her location be traced?  Y/N

Is text or image potentially indecent or illegal?  Y/N

**CYBERBULLYING:**

What was the type of cyberbullying? (sexual, violent, physical, group)

Was information or images published of the person?  Y/N

(If yes, refer back to Publishing Section for more questions to ask).

Assess the extent of the contact:

One off conversation  Attempts to break child away from safety

Regular conversation  Offline meeting arranged

Regular conversation using inappropriate or sexualized language or threats  Offline meeting occurred

Is it an offense?  Y/N

If so, what are the reporting steps?  ____________________________________________

Are the parents aware?  Y/N

When did the incident occur?  ________________________________________________

**REQUEST FOR INFORMATION:**

Did the child give out any personal information?  Y/N

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### VICTIM CONTACT LOG

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<th>DATE</th>
<th>NATURE OF CONTACT</th>
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**If Victim is a student...**

### PARENT/GUARDIAN CONTACT LOG

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<th>DATE</th>
<th>NATURE OF CONTACT</th>
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### QUESTIONS FOR THE INTERVIEWER:

Describe the emotional state of the witness: ____________________________

How reliable is the witness? ____________________________

Were there discrepancies in the account? Where? ____________________________

Do you have other concerns about the account? ____________________________

Follow up recommendations: ____________________________

__________________________

__________________________
School action taken: ________________________________________________________________

_____________________________________________________

Support plan for victim: ________________________________________________________________

_____________________________________________________

Interviewer Signature: ___________________________ Date: ________________________________

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If the incident involves criminal activity; **STOP!**

Do not take any further action until you have consulted with law enforcement officials.

Name: ____________________________  Home Room Teacher: ____________________________

Grade: ____________________________  Age: __________  Birthdate: ________________

Address ________________________________________________________________

Phone number: ____________________________  Alt phone number: ____________________________

Parent/Guardian contact: ____________________________  Parent/Guardian contact number: ____________________________

Parent/Guardian alt number: ____________________________  Parent/Guardian email address: ____________________________

**RESPONSE:** What was the person’s response to the incident?

<table>
<thead>
<tr>
<th>Unconcerned</th>
<th>Frightened</th>
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<tbody>
<tr>
<td>Angry</td>
<td>Secretive</td>
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<tr>
<td>Curious</td>
<td>Other:</td>
</tr>
<tr>
<td>Distressed</td>
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</table>

**CONTENT:**

What was the type of content? (sexual, violence, racial, abusive or other): ____________________________

Did anyone else see it?  Y/N

Have they told anyone else about it?  Y/N

**INCITEMENT:**

Was the child secretive about the site?  Y/N

Did the child access the site in an isolated place?  Y/N

Did they understand the risks of accessing this site?  Y/N

Was their response to the site...

<table>
<thead>
<tr>
<th>Healthy (e.g. using for research)</th>
<th>Problematic (looking for advice or guidance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harmful (relying on site for tips, using site to communicate with like-minded individuals, the site is reinforcing/minimizing potentially harmful behaviors eg self-harm, pro anorexia sites)</td>
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</table>

**SEND/PUBLISHING:**

Has an offense taken place? (refer to Glossary for information on what constitutes an offense)  Y/N

Were others put at risk (eg their image / information was sent / published)  Y/N

Was this an isolated incident or persistent?  Y/N

Did the instigator have empathy for the victim?  Y/N

**INTERCEPTION OF COMMUNICATION/HACKING:**

Have they placed themselves or others at risk?  Y/N

Has personal or financial information been stolen? If yes, this constitutes a criminal offence and advice should be sought from the police)  Y/N

Has illegal content been accessed and sent to other’s computers?  Y/N

POSSIBLE OFFENDER
ASK OFFENDER:

Describe the event: ________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Why did you do it (send the message/email/text/photo, hack, download, etc.) __________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

What was your intent? ________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

What did you think would happen after you sent it/did it? ______________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Did anyone witness the event? Y/N

How many people? ________________________________

Who? _________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

How did those people respond? Did they forward your message/photo/text? _____________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

What did you think would happen it if got forwarded or copied? ________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
QUESTIONS FOR THE INTERVIEWER:
Based on your observations, does the offender’s response seem reliable? Y/N
As far as you can tell, what was his/her intent? ________________________________
______________________________________________________
What other factors are involved? ______________________________________
______________________________________________________

OFFENDER CONTACT LOG

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<th>DATE</th>
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If Offender is a student...

PARENT/GUARDIAN CONTACT LOG

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QUESTIONS FOR THE INTERVIEWER:
What was the emotional state of the witness? ________________________________
______________________________________________________
How reliable is the witness? ______________________________________
______________________________________________________
Were there discrepancies in the account? Where? ____________________________________________
__________________________________________
__________________________________________
__________________________________________

Do you have other concerns about the account? ____________________________________________
__________________________________________
__________________________________________
__________________________________________

Follow up recommendations: __________________________________________________________
__________________________________________
__________________________________________
__________________________________________

School action taken: ________________________________________________________________
__________________________________________
__________________________________________
__________________________________________

Support plan for offender: __________________________________________________________
__________________________________________
__________________________________________
__________________________________________

Interviewer Signature: ___________________________ Date: __________________________

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If the incident involves criminal activity;

STOP!

Do not take any further action until you have consulted with law enforcement officials.

Name: ___________________________________________ Home Room Teacher: ______________________________

Grade: ___________________________________________ Age: __________________ Birthdate: __________________

Address _______________________________________________________________________________________

Phone number: ___________________________ Alt phone number: ___________________________

Parent/Guardian contact: ___________________________ Parent/Guardian contact number: ___________________________

Parent/Guardian alt number: ___________________________ Parent/Guardian email address: ___________________________

RESPONSE: What was the person’s response to the incident?

Unconcerned

Frightened

Angry

Secretive

Curious

Other:

Distressed

BYSTANDER CONTACT LOG

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<tr>
<th>DATE</th>
<th>NATURE OF CONTACT</th>
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If Bystander is a student...

PARENT/GUARDIAN CONTACT LOG

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<th>DATE</th>
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© 2018 iKeepSafe
Name all the people involved in this incident: ________________________________________

______________________________________________________________________________

Describe what happened: _________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Describe the emotions displayed by the victim: ______________________________________

______________________________________________________________________________

Describe the emotions displayed by the offender: _____________________________________

______________________________________________________________________________

______________________________________________________________________________

Did you forward, re-post/tweet anything regarding the incident, [i.e. image/message/text] to
anyone or to another account of yours? Y/N
Details: _______________________________________________________________________
______________________________________________________________________________

What was your intent? __________________________________________________________________________
______________________________________________________________________________

QUESTIONS FOR THE INTERVIEWER:
What was the emotional state of the witness? ________________________________________
______________________________________________________________________________

How reliable is the witness? _______________________________________________________
______________________________________________________________________________

Were there discrepancies in the account? Where? _________________________________________
______________________________________________________________________________

______________________________________________________________________________

Do you have other concerns about the account? _________________________________________
______________________________________________________________________________

______________________________________________________________________________

Follow up recommendations: _______________________________________________________
______________________________________________________________________________
Name all the people involved in this incident: ____________________________________________

Describe what happened: __________________________________________________________

Describe the emotions displayed by the victim: _________________________________________

Describe the emotions displayed by the offender: _______________________________________

Did you forward, re-post/tweet anything regarding the incident, [i.e. image/message/text] to anyone or to another account of yours? Y/N

Details: ________________________________________________________________________

What was your intent? __________________________________________________________________

QUESTIONS FOR THE INTERVIEWER:
What was the emotional state of the witness? _________________________________________

How reliable is the witness? _______________________________________________________

Were there discrepancies in the account? Where? ________________________________________
School action taken: ______________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Support plan for bystander: ______________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Interviewer Signature: ___________________________ Date: ____________________________

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If the incident involves criminal activity; **STOP!**
Do not take any further action until you have consulted with law enforcement officials.

Name: ___________________________________________ Employee number: ____________________________

Contact number: ________________________________

Is there an AUP/RUP with signature on file? Y/N

Did the member of staff misuse the school’s internal email/network system? Y/N

Did the member of staff communicate with a young person inappropriately (e.g., via text message, multimedia images)? Y/N

Consider the extent of the communication:

- One off conversation
- Repeat or regular conversations
- Regular conversation using inappropriate or sexualized language or threats
- Attempts to breakaway
- Offline meeting arranged
- Offline meeting occurred

Has an illegal offense occurred? Y/N

If so, what are the reporting steps? ____________________________

Did the member of staff access inappropriate/illegal material within school? Y/N

What equipment was used:

- School Equipment  Device type: ____________________________
- Staff-owned Equipment  Device type: ____________________________

What rule or policy appears to be violated? ____________________________

*If you are concerned that a child may have been a victim of a criminal offense please refer the Illegal Incident/response investigation form.*

**STAFF CONTACT LOG**

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© 2018 iKeepSafe
Were any students contacted directly by you?  Y/N

Who? ____________________________________________________________

__________________________________________________________________

What were you trying to do? What was your intent? ______________________

__________________________________________________________________

Describe the incident: _____________________________________________

__________________________________________________________________

QUESTIONS FOR THE INTERVIEWER:

Describe the emotional state of the witness? ____________________________

__________________________________________________________________

How reliable is the witness? _________________________________________

__________________________________________________________________

Were there discrepancies in the account? Where? ________________________

__________________________________________________________________

Do you have other concerns about the account? _________________________

__________________________________________________________________

Follow up recommendations: _________________________________________

__________________________________________________________________

School action taken: ________________________________________________

__________________________________________________________________

Support plan for staff: ______________________________________________

__________________________________________________________________
What steps can be taken by the school to avoid a future incident?

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Interviewer Signature: __________________________ Date: __________________________

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