All community members of Chilwell Primary School are expected to behave responsibly and safely when using any form of ICT, online or equipment. In the event of inappropriate use or inappropriate behaviour, our Year 6 ICT committee have brainstormed a list of examples and a range of Consequences. We hope that we will not have to implement them but just in case, we have thought and planned for that. This document is to be used in conjunction with the CyberSmart Policy (2014) to assist Chilwell Primary School Staff, parents and students to implement and continue to manage a safe digital learning environment.

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>Examples of inappropriate behaviour</th>
<th>Range of “Possible Consequences”</th>
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</table>
| Level 1 | Playing games on electronic device during class time  
Negligent use of resources / equipment  
Emailing or accessing Internet at inappropriate times  
Listening to music without permission  
Using electronic device without permission  
Using a different application to teacher direction  
Unsupervised use of laptop or desktop computer (before school, recess, lunchtime) | Subject teacher/staff member  
Verbal correction or reminder  
Move seat in classroom  
Note in student diary  
Verbal or written apology  
Recess or lunchtime discussion with teacher  
Confiscation of headphones  
Restorative conversation  
Confiscation of device for remainder of session  
P-1-2’s must say a verbal apology  
3-4’s must write a written apology and explain issue  
5-6’s must walk 15 minutes with teacher at playtime |
| Level 2 | Reckless and/or dangerous behaviour  
Forgery/false representation (pretending to be someone else online)  
Interfering with another student’s device  
Accessing, storing or transmitting inappropriate material  
Sending nuisance emails  
Unauthorised software on device  
Using a recording device inappropriately  
Careless treatment of an electronic device  
Unauthorised use of the Internet  
Inappropriate use of iPad or device | Program leader/Tutorial /Classroom teacher  
Phone call to parent/guardian  
Written or verbal apology  
Meeting Teacher  
Restorative conversation  
Note in student diary  
Confiscation of device for the rest of the day  
P-1-2’s must turn off their device and the teacher must determine a consequence.  
3-4’s possible suspension of internet/ ICT.  
5-6’s note in student diary and must be signed by parent/guardian. |
| Level 3 | Consistently careless use of an electronic device  
Repeated failure to comply with expectations regarding acceptable use of electronic devices  
Deliberate inappropriate use of resources / facilities / equipment (eg: deleting someone else’s folder or work) | AP/Principal/Team leader  
Parental Interview and notification  
Restorative Conversation  
Sent to Team Leader/AP/Principal  
Note on Student File and diary  
Confiscation of device for the rest of the day  
P-1-2’s must have a restorative conversation  
3-4’s must write out what they did wrong  
5-6’s must talk to their parents about the issue |
| Level 4 | Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails)  
Theft (including identity theft)  
Bullying/harassment (e.g. Using electronic device to bully, harass others)  
Vandalism or wilful damage to property, resources equipment  
Plagiarism/copyright infringement  
Intellectual property infringement | AP/Principal/Team leader  
Suspension from Chilwell Primary School  
Parent notified  
Note on Student File  
Parental interview  
Payment for damage  
Removal of access to school network  
Other consequences to be decided by Prin/AP |
| Level 5 | Criminal offence, wilful damage to property/resources/equipment (including laptops and iPads)  
Major theft (e.g. Laptop/IPad theft)  
Serious wilful interference with school network | Principal/AP discussion & consequences  
Suspension from Chilwell Primary School  
Referral to police  
Parental interview  
Payment for damage by family  
Removal of access to school network and ICT privileges |