



## Steps to Review a Student Device

### Student Device Breach Review Checklist

This checklist supports staff in following consistent procedures when reviewing a student device due to a suspected or reported breach. This document must be read in conjunction with the ICT Acceptable Usage Policy – Students.

School: St James the Apostle Primary School, Hoppers Crossing North

Date of review: Click or tap here to enter text.

Teacher/staff member conducting review: Click or tap here to enter text.

Second reviewer (VIT registered): Click or tap here to enter text.

Student name Click or tap here to enter text.

Procedure Reference	Action	Y/N or NA	Date	Comment
2.1	Inform student their device is being reviewed due to a suspected or reported breach			
2.2	Notify the parent/carer at the earliest appropriate opportunity			
2.3	Ensure two staff members are present for review (at least one must be VIT registered)			
2.4	Ensure that the staff member who submitted the report is not involved in conducting the review			
2.5	Ask student to input password if required (ensure password is reset after review)			
2.6	Record evidence in format appropriate to type of breach (screenshots, logs, etc.)			
2.7	If illegal content or serious risk is suspected, contact police and <a href="mailto:legal@macs.vic.edu.au">legal@macs.vic.edu.au</a>			
2.8	Report incident to senior manager, school leadership (SMSL) or general manager (region) if serious			
2.9	Report on PROTECT / MACS Guard if required			
2.10	If breach is confirmed, use Checklist for Suspected ICT			

Procedure Reference	Action	Y/N or NA	Date	Comment
	Breaches – Students and follow up actions			
2.11	Communicate findings to student and parent / carer			

Additional comments: