**Computer Misuse Report Form**

 **Reference:**

Click or tap here to enter text.

**All details will be treated as strictly confidential.**
**\* Denotes a mandatory field. This must be completed in order to submit the report.**

Are you reporting misuse of school or setting IT facilities/services, or misuse of an external institution's facilities/services?\*

Click or tap here to enter text.

**What type of misuse are you reporting?\***

[ ]  Attempt to gain unauthorised access to facilities/services

[ ]  Abusive activity/material

[ ]  Defamatory or libelous activity

[ ]  Illegal activity (inc illegal downloads / installations)

[ ]  Tampering with software / hardware

[ ]  Vandalism

[ ]  Other activity

Click or tap here to enter text.

Click or tap here to enter text.

Date of the misuse: Time of the misuse:

**Location of the misuse**: *This may include rooms /* offices / on-site / off-site

Click or tap here to enter text.

**Please provide details of the misuse, giving as much detail as possible:**

Click or tap here to enter text.

**Have you reported this to anyone else? If so, please state when and to whom:**

Click or tap here to enter text.

**Please enter your contact details below:**

Click or tap here to enter text.

Your name:

Click or tap here to enter text.

Your organisation (if reporting from outside the school):

Click or tap here to enter text.

Your email address:

Click or tap here to enter text.

Your telephone number:

In line with the GDPR and Data Protection Act 2018, the details submitted on this form will be used for investigating the reported computer misuse and for statistical purposes.

In some instances, it may be necessary to share this information to safeguard individuals and/or to report suspected criminal activities to external agencies, such as the Police.