

INVESTIGATION of REPORTED COMPUTER ABUSE PROCEDURE (TCH-P027)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of investigating alleged computer abuse.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Network Technicians

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Computer abuse is reported to the Technology Department.
- 5.2 Technician reports to site and confirms Computer Abuse Discovery Procedure (ref. TCH-P026) was followed.
 - 5.2.1 Technician assists in facilitation of TCH-P026 if needed.
- 5.3 Determination is made if employee or student computer:
- 5.4 If employee computer:
 - 5.4.1 Computer/laptop is confiscated (ref. TCH-W007).
 - 5.4.2 Forensic investigation is conducted (ref. TCH-W008)
 - 5.4.3 Potential child pornography was found:
 - 5.4.3.1 No, write and forward report to building administrator (ref. TCH-F025), capture image and store
 - 5.4.3.2 Yes, write and forward report to HR (ref. TCH-F025), bag and tag evidence, secure evidence (ref. TCH-W009).
- 5.5 If student computer:
 - 5.5.1 Potential illegal material is found:
 - 5.5.1.1 No, clean machine (ref. TCH-W006), write and forward report to building administrator (ref. TCH-F025).
 - 5.5.1.2 Yes, write and forward report to HR (ref. TCH-F025), bag and tag evidence, secure evidence (ref. TCH-W009).



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6.0 PERFORMANCE MEASURES:

6.1

7.0 INTERACTIONS:

7.1 OTHER DEPARTMENTS:

Human Resources and Building Administrators

7.2 OTHER PROCEDURES/PROCESSES

8.0 ASSOCIATED DOCUMENTS:

8.1 Computer Abuse Discovery (TCH-P026)

8.2 Report (TCH-F025)

8.3 Work Instructions

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Reports				

10.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/09		Initial Release

11.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

Investigation of Reported Computer Abuse Flowchart

