

Organisation/District:

Name:

Date:

Use this checklist to help you prepare your users and staff for Cloud Scan integration and scanning.

| # | What | Details | Done | Not Required* | Notes |
|---|---|--|------|---------------|-------|
| 1 | Inform users about Cloud Scan | Send communications about cloud storage scanning, its purpose, and when you plan to implement it. | | | |
| 2 | Update internal policies and codes of conduct | Ensure internal policies related to information technology and security, privacy, and non-disclosure of organisational information are current. | | | |
| | | Ensure relevant codes of conduct (including anti-bullying and anti-harassment policies) are current. | | | |
| 3 | Train (or retrain) users and staff on internal policies | Train or retrain staff on internal policies related to information technology and security, privacy, and non-disclosure of organisational information. | | | |
| | | Train or retrain users and staff on codes of conduct (including anti-bullying and anti-harassment policies). | | | |

| # | What | Details | Done | Not Required* | Notes |
|---|--|---|------|---------------|-------|
| 4 | Inform users and staff of local laws and regulations they must adhere to | Ensure users and staff know and follow local laws and regulations. These may include local laws on privacy, data protection, child protection, and safeguarding. | | | |
| 5 | Upskill relevant staff on Safeguarding policies and procedures | Ensure there are adequately trained Safeguarding Leads available to review concerning images. | | | |
| | | Upskill your Safeguarding Leads on how to action unsafe and concerning images in accordance with Safeguarding policies and procedures. | | | |
| | | Some results may need a referral to local agencies or authorities. | | | |
| 6 | Train Cloud Scan reviewers | Train Cloud Scan reviewers on internal policies regarding acceptable technology use, information security, non-disclosure of organisational information, and privacy. | | | |
| | | Ensure Cloud Scan reviewers are aware of local laws they must adhere to, including those on privacy, data protection, child protection, and safeguarding. | | | |
| | | Local laws may differ by jurisdiction. | | | |
| | | Train Cloud Scan reviewers on how to handle unsafe or confronting images. | | | |

*Mark the action as Not Required if a checklist item is not used or applicable at your school.

Additional notes: