# المـــدرسة الآسيوية الدولية الخاصة
# ASIAN INTERNATIONAL PRIVATE SCHOOL

Approved by the Ministry of Education-UAE-Affiliated to the Central Board of Secondary Education, New Delhi
Member: Council of the C.B.S.E Affiliated Schools in the Gulf

# CYBER BULLYING POLICY

## Definition:

Cyber bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others.

In addition

- It can be used to carry out all the different types of bullying; an extension of face-to-face bullying

- It can take place across age groups and school staff and other adults can be targeted

- It includes: threats and intimidation; harassment or 'cyber stalking'; vilification; exclusion or peer rejection; Impersonation and manipulation

- It includes cyber stalking, e.g. repeatedly sending unwanted texts, defamation

- It includes the circulation of private information or images

- It can be an illegal act, as in the UAE it is unlawful to disseminate defamatory information in any media including internet sites

## Rational:

Bullying in any form is unacceptable. Bullying that is carried out through an internet service, such as email, internet, chat room, discussion group or instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyber bullying. Cyber bullying will not be tolerated at any level, and consequences exist for students        who        choose        to        bully        others.

## Aims:

- ❖ We safeguard the students in the real and virtual world

- ❖ To reinforce within the school community what bullying is (including cyber bullying), and what its consequences can be and the fact that it is unacceptable.

- ❖ Everyone within the school community to be alert to signs and evidence of cyber bullying and to have a responsibility to report it to staff whether as observer or victim.

- ❖ To ensure that all reported incidents of cyber bullying are investigated appropriately and that support is given to both victims and perpetrators.

- ❖ To seek parental and peer-group support and co-operation at all time.

## Implementation:

- ♣ Parents, teachers, students and the community will be aware of the school's position on the cyber bullying. Teacher will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.

- ♣ The school will adopt a four-phase approach to bullying.

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## A. Primary Prevention:

- Professional development for staff relating to all forms of bullying including cyber bullying. Harassment and proven counter measures.
- Educate the school community about the seriousness of cyber bullying, its impact on those being bullied and how this behavior is unacceptable.
- Community awareness and input relating to bullying (including cyber bullying), its characteristics and the schools' programs and response.
- Provide programs that promote resilience, life and social skill, assertiveness, conflict resolution and problem solving.
- A students bullying survey and yard duty will be administered and acted upon twice annually.
- Each classroom teacher to clarify with students at the start of each year the school policy on bullying, including cyber-bullying.
- All students to be provided with individual and confidential computer and network log in and passwords. Processes to be put in place to ensure tracking of student activity on the school's computer equipment and network. Firewalls to be installed to eliminate outside traffic into the school's network and intranet.
- The use of mobile phones by students will be limited with consequences to implement for any students who use mobile phones inappropriately.
- The curriculum to include anti-bullying messages and strategies
- Student Representative Council, peer support delegates, staff and students to promote the philosophy of 'No Put Downs'.
- A vigilant and accountable yard duty roster for teachers will be put in place.
- Electives and structured activities available to students at recess and lunch breaks

## B. Early Intervention:

- Encourage children and staff to report bullying incidents involving themselves or others.
- Classroom teachers and principal on a regular basis reminding students and staff to report incidents of bullying.
- Regular monitoring of student traffic on school's computer networks to identify potential problems.
- Parents encouraged contacting school if they become aware of a problem.
- Pacific Room – a designated safe and quiet place for children to access at recess and lunch times.
- Public recognition and reward for positive behavior and resolution of problems.

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## C. Intervention:

- Once identified each bully, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented.
- Parents to be contacted.
- Students and staff identified by others as bullied will be informed of allegations.
- Both bullies and victims will be offered counseling and support.
- Removal of cyber bullies from access to the school's network and computers for a period of time. Loss of privilege to bring a mobile phone to school for students who bully via SMS or similar telephone functions.
- If student bullying persists parents will be contacted and consequences implemented consistent with the school's Student Code of Conduct.

## D. Post Violation:

- ❖ Consequences for students will be individually based and may involve:-
- ❖ Exclusion from class.
- ❖ Exclusion from yard.
- ❖ School suspension.
- ❖ Withdrawal of privileges.
- ❖ Ongoing counseling from appropriate agency for both victim and bully.
- ❖ Reinforcement of positive behaviors.
- ❖ Support Structures.
- ❖ Ongoing monitoring of identified bullies.
- ❖ Rewards of positive behavior.

## Roles and Responsibilities:

### Staff

All staff has a responsibility towards preventing misuse of equipment.

Staff may ask to look at content on a student's personal device (Computers/Laptops/iPADS)

- ➢ Ask the students to get up on-screen the material in question.
- ➢ Ask the students to save the material.
- ➢ If possible and with the student's agreement a screen capture image may be able to be sent to the staff's school email account
- ➢ Inform a member of the Senior Leadership team and pass them the information that you have.

### Students:

- ➢ Should follow the school's code of conduct / behaviour policy, when writing online. What is inappropriate in the classroom is inappropriate online.
- ➢ Must speak to an adult as soon as possible if they believe someone is a victim on

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cyber bullying.

- ➢ Should not answer abusive messages but save them and report them
- ➢ Should not delete anything until it has been shown to parents or a member of staff at AIS (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber bullying)
- ➢ Should not give out personal IT details
- ➢ Should never reply to abusive e-mails or messages in chat rooms or other social media
- ➢ Should never reply to someone you do not know

## Parents

- ➢ It is vital that parents and the school work together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyber bullying.
- ➢ Parents can help by making sure their child understands the school's policy and, above all, how seriously AIS takes incidents of cyber bullying
- ➢ Parents should also explain to their children legal issues relating to cyber bullying
- ➢ If parents believe their child is a victim of cyber bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything

  Parents should contact the school as soon as possible. A meeting can then be arranged with a member of the Senior Leadership Team

## Applicable to:

All school staff and Students

## Related Documents

Acceptable Use of Technology agreement

Anti bullying Policy

Child Protection Policy

**Implementation Date:** October 2019

**Review Date** As required

## Evaluation:

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

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