

E Safety Counter Cyber Bullying Policy



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

Ravenswood School believes that everyone in the school community has the right to learn and to teach in a supportive and caring environment without fear of being bullied. We are committed to helping all members of the school community to benefit from information and communication technology, whilst understanding its risks, and to equipping children with the knowledge and skills to be able to use it safely and responsibly.

Aims

This policy aims to ensure that:

1. Pupils, staff and parents know about cyber bullying and its consequences;
2. We have the knowledge, policies and procedures to prevent and, if necessary, to deal with cyber bullying in school or within the school community;
3. We monitor the effectiveness of our procedures.

What is cyber bullying?

- Cyber bullying includes sending or posting harmful or upsetting text, images or other messages, using the internet, mobile phones or other communication technology.
- It can take many forms, but can go even further than face to face bullying by invading home and personal space and can target one or more people.

- It can take place across age groups and target pupils, staff and others.
- It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation and unauthorised publication of private information or images.
- It can include messages intended as jokes, but which have a harmful or upsetting effect.

Cyber bullying may be carried out in many ways, including:

- Threatening, intimidating or upsetting text messages;
- Threatening or embarrassing pictures and video clips via mobile phone cameras;
- Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible;
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name;
- Menacing or upsetting responses to someone in a chat-room;
- Unpleasant messages sent during instant messaging;
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites (e.g. Facebook)

In some cases this type of bullying can be a criminal offence.

Prevention of Cyber Bullying

Understanding and information

- *Mr Hamilton (Computing Co-ordinator)* will act, as an e-Safety Officer, to oversee the practices and procedures outlined in this policy and monitor their effectiveness.
- The e-Safety Officer will ensure that the school maintains details of agencies and resources that may assist in preventing and addressing bullying.
- Staff will be trained to identify signs of cyber bullying and will be helped to keep informed about the technologies that children commonly use.
- A Code of Advice (see Appendix 1) will be developed, periodically reviewed and communicated to help pupils protect themselves from being caught up in cyber bullying and to advise them on reporting any incidents.

- Pupils will be informed about cyber bullying through curricular and pastoral activities.
- Pupils and staff are expected to comply with the school's e-Safety Policy and Rules for Responsible Internet Use.
- Parents will be provided with information and advice on cyber bullying.

Practices and Procedures

- The responsibilities of the school and of pupils as set out in the school's policy for Promoting Positive Behaviour and Attitudes apply also to this policy.
- Positive use of ICT will be promoted and the school's e-Safety Policy and Rules for Responsible Internet Use will be kept under review as technologies develop.
- CPD and INSET may be used to help staff develop their own practices and support pupils in safe and responsible use of ICT.
- The school will encourage safe use of ICT, emphasising, for example, the importance of password security and the need to log out of accounts.
- The school will promote the message that asking for help is the right thing to do and all members of the school community will be informed how cyber bullying can be reported.
- Confidential records will be kept of all cyber bullying incidents.

Responding to cyber bullying

Cyber bullying will generally be dealt with through the schools policy for Promoting Positive Behaviour and Attitudes. A cyber bullying incident might include features different to other forms of bullying, prompting a particular response. Key differences might be:

- Impact: possibly extensive scale and scope
- Location: the anytime and anywhere nature of cyber bullying
- Anonymity: the person being bullied might not know who the perpetrator is
- Motivation: the perpetrator might not realise that his/her actions are bullying
- Evidence: the subject of the bullying will have evidence of what happened

Support for the person being bullied

As with any form of bullying, support for the individual will depend on the circumstances.

Examples include:

- Emotional support and reassurance that it was right to report the incident
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Advice on other aspects of the code to prevent re-occurrence
- Advice on how the perpetrator might be blocked from the individual's sites or services
- Actions, where possible and appropriate, to have offending material removed
- Advice to consider changing email addresses and/or mobile phone numbers
- Discuss contacting the police in cases of suspected illegal content

Investigation

Again, the nature of any investigation will depend on the circumstances. It may include, for example,

- Review of evidence and advice to preserve it, for example by saving or printing (e.g. phone messages, texts, emails, website pages)
- Efforts to identify the perpetrator, which may include looking at the media, systems and sites used. Witnesses may have useful information.
- Contact with the Internet Watch Foundation, the police or the Safeguarding Children Board Officer if images might be illegal or raise child protection issues
- Requesting a pupil to reveal a message or other phone content or confiscating a phone. Staff do not have the authority to search the contents of a phone.

Working with the perpetrator

Work with the perpetrator and any sanctions will be determined on an individual basis, in accordance with the Anti-Bullying Policy, with the intention of:

- Helping the person harmed to feel safe again and be assured that the bullying will stop.
- Holding the perpetrator to account, so they recognise the harm caused and do not repeat the behaviour.
- Helping bullies to recognise the consequences of their actions and facilitating change in their attitude and behaviour.

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- Demonstrating that cyber bullying, as any other form of bullying, is unacceptable and that the school has effective ways of dealing with it.

Evaluating the effectiveness of counter bullying procedures

- Members of staff will report any incidents of cyber bullying to the Head teacher.
- The Head teacher will review any serious incident within three months of the school dealing with any reported cases and will ensure that an annual review of Cyber Bullying and the Anti-Bullying procedures are carried out.
- The review will take into account comments and suggested areas for improvement from staff and students.

Appendix 1

Cyber Safety Code

Three Steps to Safety

1. Respect other people - online and off. Don't spread rumours about people or share their secrets, including phone numbers or passwords.
2. If someone insults you online or by phone, stay calm. Ignore them, but tell someone you trust.
3. "Do as you would be done by!" Think how you would feel if you were bullied. You are responsible for your behaviour - so don't distress other people or encourage others to do so.

If you are being bullied

It is never your fault. It can be stopped and it can usually be traced.

- Don't ignore the bullying. Don't reply, but do tell someone you can trust, such as a teacher or parent, or call an advice line.
- Try to keep calm. If you seem frightened or angry it will only make the person bullying you more likely to continue.

Text / video messaging

- You can turn off incoming messages for a couple of days.
- If bullying persists you can change your number (ask your mobile phone provider).
- Do not reply to abusive or worrying messages. You can report them to you mobile phone provider.

Email

- Never reply to unpleasant or unwanted messages.
- Don't accept emails or open files from people you don't know.
- Don't delete bullying emails – print them or save them as evidence in a separate folder.

Social networking sites, chat rooms and instant messaging

- Change privacy settings so you can choose who to be friends with and who can see your profile. Don't add anyone you don't know to your friend list.
- Don't use your real name in chat rooms.
- Never give out your photo or personal details, like your address, phone number or which school you go to.

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- Don't post any pictures or videos you wouldn't be happy for your parents or teachers to see. Once they are online they can be copied and posted in other places where you can't get rid of them.
- Keep your passwords private and don't tell anyone, not even your best friend.
- To report suspicious behaviour online and to learn more about keeping yourself safe online visit www.thinkyouknow.co.uk

Always report bullying incidents. Not doing that allows the bully to continue. That's not good for the victims, for those who witness the incidents or for the bully, who may need help to change their antisocial behaviour.

Cyber Bullying Advice for Parents from NETID chatshield

Many young people say that they wouldn't report cyber bullying because most adults don't know that they have a cyber life - and if they report, then the technology will be taken away from them. They are also likely to take the position that their online activities are their business. But parents have a moral, as well as a legal, responsibility to ensure that their children engage in safe and responsible behaviour – including online behaviour.

So what can parents do?

- **Get involved and be aware**
 - Learn everything you can about information and communication technologies and how your child is using them. Talk to them about the places they go online and the activities that they are involved in.
 - Encourage your child to come to you if anybody says or does something that makes them feel uncomfortable or threatened. Stay calm and keep the lines of communication and trust open. If you "freak out" they won't turn to you for help when they need it.
- **Take action if your daughter or son is being bullied online**
 - Watch out for signs that your child is being bullied online – a reluctance to use the computer or go to school may be an indication.
 - If the bullying is coming from a pupil at the same school, meet with school officials and ask for help in resolving the situation.
 - Report any incident of online harassment and physical threats to your local police and your Internet Service Provider (ISP).
 - If your child is bullied through a mobile phone, report the problem to your phone service provider. If it's a persistent problem you can change the phone number.
- **Encourage your child to develop their own moral code so they will choose to behave ethically with the technologies**
 - Talk to them about responsible use. Teach them to never post or say anything that they wouldn't want the whole world - including you - to see or read.
 - Work with them to create a contract or agreement with clear rules about ethical behaviour.

10 tips to help parents prevent cyber bullying

1. **Talk to the school.** If the cyber bullying in question is coming from a classmate, contact school officials immediately to determine if they have a policy in place to deal with such behaviour.
2. **Tell your kids not to open or read emails that they suspect are from cyber bullies.** In the case of the Internet and Cyber bullying, what you can't read won't hurt you. Teach kids to dump suspicious emails right in the trash.
3. **Take advantage of the technology.** Bullies who use chat rooms as a means for spreading hate can easily be blocked using most chat programs. Sit down and take the time to show your kids how they can filter out bad people from their conversations.
4. **Tell children NEVER to agree to meet someone they meet online.** The Internet is filled with individuals who have bad intentions. Even those people who may seem trustworthy in their online persona may turn out to be a cyber bully or even a predator. Teach kids the importance of staying safe online.
5. **Supervise your kids' online time.** One of the most foolproof methods for stopping Cyber bullying is to monitor closely what your children do online. Tips for this method include removing computers with an Internet connection from the child's bedroom and designating specific "family hours" for Internet use.
6. **Tell your kids to never share their passwords or personal information with anyone.** Friends and acquaintances of your children can wield a great deal of power if they know the passwords to their favourite sites and chat rooms. One of the fastest-growing types of cyber bullying is stealing someone's identity and making embarrassing, damaging statements in that person's name.
7. **Monitor the use of your child's photo online.** Many cyber bullies will take your child's photo and manipulate in ways that are damaging or embarrassing. Be very careful about the images your child presents online.
8. **Watch out for the warning signs.** Kids who are being cyber bullied may not want to talk about the problem with their parents. Common warning signs include depression, withdrawal from social situations, and spending more and more time online.
9. **Be willing to contact the police.** Parents who have gathered evidence about cyber bullying, and feel as if contacting the school has not stopped the problem should contact police – especially if the cyber bully has made threats to the health and well-being of the child.
10. **Stick to your guns.** The Internet is a big part of your child's life. Getting them to agree to be safe and limit their unsupervised time online may be difficult. Stay firm and continue to oversee their computer time – even if the child lashes out and claims that you are invading their privacy.