Cyber Bullying Policy

Definition

Cyber bullying (is the sending or posting of harmful or cruel text images using the internet or other digital communication devices. The DfE define cyber bullying as *'an aggressive, intentional act carried out by a group or individual using electronic forms of contact against a victim who cannot easily defend him/herself'.* The action of 'Sexting' via phones or computers may also be viewed in some instances as bullying. This policy relates to both Safeguarding and our Anti-bullying policy.

Introduction

Cyber bullying is a 'method' of bullying. It can be used to carry out all the different 'types' of bullying (such as racist bullying, homophobic bullying, or bullying related to SEN and disabilities), but instead of the perpetrator carrying out the bullying in person, they use technology as a means of conducting the bullying.

Technology can be used both positively and negatively. The table below gives examples of a range of technologies and how they can be used.

Technology	Good use:	Examples of misuse:
Mobile phone	Keeping in touch by voice or text, taking and sending pictures and film, listening to music, playing games, going on-line and sending emails. Useful in emergency situations and for allowing children a greater sense of independence.	Sending nasty calls or text messages, including threats, intimidation and harassment. Taking and sharing humiliating or indecent images. Videoing other people being harassed and sending these to other phones or internet sites.
Instant Messenger (IM)	Text or voice chatting live with friends on-line. A quick and effective way of keeping in touch even while working on other things.	Sending nasty messages or content. Using someone else's account to forward rude or mean messages via their contacts list. Receiving contact from unknown people or those masquerading as children
Chat rooms and message boards	Groups of people around the world can text or voice chat live about common interests. For young people, this can be an easy way to meet new people and explore issues which they are too shy to talk about in person.	Sending nasty or threatening anonymous messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone they're not in order to get personal information that they can misuse in a range

		of ways – e.g. by spreading secrets or blackmailing.
E-mail	Sending electronic letters, pictures and other files quickly and cheaply anywhere in the world.	Sending nasty or threatening messages. Forwarding unsuitable content including images and video clips, or sending computer viruses. Accessing someone else's account, e.g. to forward personal emails or delete emails.
Webcams	Taking pictures or recording messages. Being able to see and talk to someone live on your computer screen. Bringing far-off places to life or video conferencing.	Making and sending inappropriate content. Persuading or threatening young people to act in inappropriate ways. Using inappropriate recordings to manipulate young people.
Social Networking sites	Socialising with your friends and making new friends within on-line communities. Allowing young people to be creative on-line, even publishing on-line music. Personalising homepages and profiles, creating and uploading content.	Posting nasty comments, humiliating images / video. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Groups of people picking on individuals by excluding them. Creating fake profiles to pretend to be someone else, e.g. to bully, harass or get a person into trouble.
Video hosting sites	Accessing useful educational, entertaining and original creative video content and uploading your own.	Posting embarrassing, humiliating film of someone. Watching age inappropriate content
Gaming sites, consoles and virtual games	Live text or voice chat during on-line gaming between players across the world, or on handheld consoles with people in the same local area. Virtual worlds let users design their own avatars – a figure that represents them in the virtual world.	Name-calling, making abusive / derogatory remarks. Players may pick on weaker or less experienced users, killing their characters. Forwarding unwanted messages to other devices in the immediate vicinity.

What is different about cyber bullying?

Bullying is not new, but some features of cyber bullying are different from other forms of bullying:

- **Invasion of home / personal space:** cyber bullying can take place at any time and can intrude into spaces that have previously been regarded as safe or personal.

- **The audience can be very large and reached rapidly:** the difficulty in controlling electronically circulated messages means the scale and scope of cyber bullying can be greater than for other forms of bullying. Electronically forwarded content is hard to control, and the worry of content resurfacing can make it difficult for targets to move on.

- **People who cyber bully may attempt to remain anonymous:** this can be extremely distressing for those being bullied. The person cyber bullying may never be in the same physical space as their target.

- **The profile of the bully and target:** cyber bullying can take place both between peers and across generations; teachers have also been targets. Age or size are not important. Bystanders can also become accessories to the bullying; for example, by passing on a humiliating image.

- **Some instances of cyber bullying are known to be unintentional:** it can be the result of not thinking (something sent as a joke may be deeply upsetting or offensive to the recipient) or a lack of awareness of the consequences – for example saying something negative online about another pupil, or friend that they don't expect to be forwarded or viewed outside their immediate group.

- **Preventing cyber bullying:** the best way to deal with cyber bullying is to prevent it happening in the first instance. Pupils are encouraged to follow the KHS Anti-Cyber Bullying code. KHS have identified many opportunities to reinforce the message to pupils, staff and parents / guardians that bullying of any kind, including cyber bullying will not be tolerated. Incidents of 'Sexting' must be reported to the Designated Safeguarding person/ Headmistress immediately.

Prevention of cyber bullying

Pupils are made aware of the need to use ICT responsibly both within discrete ICT lessons, tutor periods and across the curriculum.

These include:

Key Stage 3	Key Stage 4
e-safety activities Using email Using mobile technology On-line safety **Cyber bullying** Definitions of cyber bullying Technologies associated with cyber bullying Dealing with cyber bullying Cyber bullying scenarios Chat room / on-line forums safety Cyberstalking Cyber bullying guidelines and pupil posters displayed in ICT rooms	Anti-bullying work through drama Cyber bullying guidelines and pupil posters displayed in ICT/form rooms
PSHE / Assemblies / Tutor Time	**Parents / Guardians**
Anti-bullying week Impact of cyber bullying on individuals Mobile phone safety Reporting cyber bullying The role of the bystander Anti cyber bullying code displayed in all classrooms	To be made aware of anti-bullying and cyber bullying policies through: Digital Parenting free magazine Headmistress newsletters

All Staff
Staff to be aware of and understand the anti-bullying policy and cyber bullying policy and their role in the process of keeping pupils safe. Termly eSafety briefing created by Mr Moore and sent to all staff to keep them up to date with current ongoing in the digital world.

The Kirkstone House School ICT suite has internet filtering operated by an external company which helps to protect both staff and pupils when they are accessing the internet.

Fovia provides and maintains a filtering service provided by OPENDNS, which allows categories of websites to be blocked e.g. gambling.

In addition, KHS staff or Fovia can specify individual websites which can be locked or unlocked if requested for a specific activity. This locking / unlocking of websites can also be used if a website does not fit a specific category.

Pupils or staff accessing a blocked webpage will receive a message informing them that the page is blocked and the reason why.

Responding to cyber bullying

Pupils and parents / guardians are encouraged to report all incidents of cyber bullying, in the first instance to their Form Tutor, Head of Pastoral Care or any staff member and are assured that they will be dealt with swiftly. In serious cases, the school will involve the police.

The pupil being bullied should be assured that they have done the right thing and that action will be taken which does not place them at further risk of bullying of any kind.

- Staff, pupils and parents / guardians are advised to keep a record of the bullying as evidence, for example phone logs, text messages or images on networking sites. They can be useful to show parents of the perpetrator and where necessary, the police.
- When evidence has been secured, the offensive material should be removed or deleted from the relevant device.
- Once the situation has been resolved, the pupil who reported the cyber bullying should be monitored by the Form Tutor to ensure that there have been no further incidents.
- All cyber bullying incidents are thoroughly investigated and recorded in the school Bullying Log by the Headmistress.

As with all forms of bullying at KHS, both victims and perpetrators will be offered appropriate support to ensure that there will be no reoccurrence of actions which cause distress to any pupils.

Sanctions for the cyber bully

Once the pupil(s) responsible for the cyber bullying has been identified, it is important that, as in other cases of bullying sanctions are applied. Steps should be taken to change the attitude and behaviour of the bully and a restorative approach may be appropriate. Parents / guardians of all pupils would be involved and consideration would be given as to the appropriateness of involving outside agencies.
Sanctions for cyber bullying would be considered it that same way as sanctions for other forms of bullying. These may involve:

- Loss of social time, break / lunch for a specified period of time
- Put on report to monitor behaviour towards others
- School Detention / Headmistress' Detention
- Seclusion
- Banned from bringing a mobile phone to school for a specified period of time
- Limiting internet access for a specified period of time

Further incidents of serious cyber bullying

- A recommendation to the Headmistress may be made for a fixed term exclusion
- Persistent bullying may result in a recommendation for permanent exclusion

The role of the Proprietors

- Monitor the effectiveness of this policy and its regular review
- Receive reports from the Headmistress as appropriate regarding the monitoring, logging and management of cyber bullying incidents

Civil and Criminal Law

Although bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behaviour, for example, or indeed menacing and threatening communications. In fact, some cyber bullying activities could be criminal offences under a range of different laws, including the Protection from Harassment Act 1997, which has both criminal and civil provision, the Malicious Communications Act 1988, section 127 of the Communications Act 2003 and the Public Order Act 1986.

Roles and Responsibilities

The Headmistress:

She will ensure that there are safeguards in place to filter and monitor inappropriate content on the School's technical provision. This will be done in liaison with O. Moore and D.Brewster who maintains the School's computer systems.

She will ensure that there are systems in place for reporting concerns ie through Pupil Referral Forms.

She will ensure that parents have access to on-line safety information and will arrange Parent Workshops as required.

She will ensure that staff are aware of the School's policy and have access to appropriate professional development that includes on-line safety.

The Staff:

All staff have a duty of care to remind pupils about appropriate usage of computer technology and on-line safety. Form Time may be used to remind pupils how to raise and report concerns and internet and on-line safety is an area of study in computer science lessons.

Staff are aware of permissions for the use of technology in school and for the need to keep pass words safe and to change them regularly. Staff use of ICT is outlined in the Code of Conduct for staff which includes restrictions.

Parents:

What can you do as a Parent / Guardian?

- Don't' wait for something to happen before you act. Make sure your child understands how to use these technologies safely and knows about the risks and consequences of misusing them. Discuss the cyver-bullying policy with your child.
- Make sure they know what to do if they or someone they know is being cyber bullied.
- Encourage your child to talk to you if they have problems with cyber bullying. If they do have a problem, contact the school, the mobile network or the Internet service provider (ISP) to do something about it.
- Parental control software can limit who your child sends emails to and who she or he receives them from. It can also block access to some chat rooms.
- Moderated chat rooms are supervised by trained adults. Your ISP will tell you whether they provide moderated chat services.
- Make it your business to know what your child is doing in-line and who your child's friends are.

It is important that parents / guardians ensure that their children are engaged in safe and responsible on-line behaviour. Some suggestions for parents to stay involved are:

- Keep the computer in a public place in the house. Periodically check on what your child is doing. Discuss the kinds of internet activities your child enjoys.
- Tell your child that you will periodically investigate the files on the computer, the browser history files, and your child's public on-line activities.
- Search for your child's name on-line, look at his or her profiles and postings on teen community sites, review web pages or blogs.
- Tell your child that you may review his or her private communication activities if you have reason to believe you will find unsafe or irresponsible behaviour.
- Watch out for secretive behaviour as you approach the computer, such as rapidly switching screens, and for attempts to hide on-line behaviour, such as an empty history file.

What can you do as a pupil?

- If you are being bullied, remember bullying is never your fault. It can be stopped and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent / guardian, or call an advice line.
- Try to keep calm. If you are frightened, try to show this as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

There is plenty of on-line advice on how to react to cyber bullying. For example, Childline website, NSPCC website and www.wiredsafety.org have some useful tips:

Text / Video Messaging

- You can turn off incoming messages for a couple of days.
- If bullying persists you can change your phone number (ask your mobile service provider).
- Do not reply to abusive or worrying text or video messages – your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.

Email

- Never reply to unpleasant or unwanted emails.
- Don't accept emails or open files from people you do not know.
- Ask an adult to contact the sender's ISP by writing abuse@and then the host, e.g. abuse @hotmail.com

Web

- If the bullying is on the school website, tell a teacher or parent / guardian, just as you would if the bullying was face-to-face.

Chat Room & Instant Messaging

- Never give out your name, address, phone number, school name or password on-line. It is a good idea to use a nickname. Do not give out photographs of yourself either.
- Do not accept emails or open files from people you do not know.
- Remember it might not be just people of your own age in a chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.

- Tell your parents / guardians if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write – don't leave yourself open to bullying.

ALWAYS TELL AN ADULT

Kirkstone House School Anti Cyber Bullying Code

Being sent an abusive or threatening text message, or seeing nasty comments about yourself on a website can be really upsetting. This code gives you six important tips to protect yourself and your friends from getting caught up in cyber bullying and advice on how to report it when it does happen.

1. **Always respect others and think before you send**
- Remember when you send a message by email or mobile phone to someone you cannot see, the impact that your words or images may have on the other person.
- What you think is a joke may really hurt someone else.
- You should always ask permission before you take a photograph of someone and before sending and posting on the internet such images.
- If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully, and even be accused of cyber bullying yourself. You could also be breaking the law.

2. **Passwords**
- Do not let *anyone* know your passwords.
- It is a good idea to change passwords on a regular basis.
- Choose hard-to-guess passwords with symbols and numbers, this will help stop people hacking into your account and pretending to be you.
- Remember that what you send can be made very public very quickly and could stay on-line forever. Do you really want your teacher, parents / guardians or future employer to see that photograph?
- Remember to only give your mobile phone number or personal website address to trusted friends.

3. **Block the bully**
   Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there to keep you safe.

4. **Don't retaliate or reply!**
   Replying to bullying messages, particularly in anger, is just what the bully wants. Report it to a trusted adult.

5. **Save the evidence**
   Learn how to keep records of offending messages, pictures or on-line conversations. These will help you demonstrate to others what is happening, and can be used by your parents / guardians, school, internet service provider, mobile phone company, or even the police, to investigate the cyber bullying.

6. **Make sure you tell**
   You have a right not to be harassed and bullied on-line. There are people who can help:

- Tell your parents / guardians.
- Tell your school.
- Tell an adult you trust, who can help you to report it to the right place, or call a helpline like ChildLine on 0800 1111 in confidence.
- Tell your mobile phone operator or social network provider that you have been bullied. Check their website to see how to report it.

Finally, do not just keep quiet – if you see cyber bullying going on, support the victim and report the bullying. How would you feel if no-one stood up for you!

Links with other Policies:

Anti-Bullying

Authorised by

Mrs Corinne Jones
Headmistress
On behalf of the Proprietors

Dated   1st October 2017

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