



CYBER BULLYING POLICY

Introduction:

The School recognize that technology plays an important and positive role in everyone's lives, both educationally and socially. It is committed to helping all members of the school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly. Research into cyberbullying indicates that it is a feature of many young people's lives. Cyberbullying, like all other forms of bullying, should be taken very seriously.

Aim:

Aim of this policy is to ensure that:

1. We safeguard the pupils in the real and virtual world.
2. Students, staff and parents are educated to understand what cyberbullying is and what its consequences can be.
3. Knowledge, policies and procedures are in place to prevent incidents of cyberbullying in school or within the school community.
4. We have effective measures to deal effectively with cases of cyberbullying.
5. We monitor the effectiveness of prevention measures.

Definition for Cyber-bullying:

Cyber-bullying is "the use of information and communications technology, particularly mobile phones and the internet, deliberately to upset someone else." It is an aggressive, intentional act carried out by a group or an individual using electronic form of contact repeatedly over time against a victim who cannot easily defend himself/herself

By cyber-bullying, we mean bullying by electronic media:

1. Bullying by texts or messages or calls on mobile phones
2. The use of mobile phone cameras to cause distress, fear or humiliation
3. Posting threatening, abusive, or humiliating material on websites, to include blogs, personal websites, social networking sites
4. Using e-mail to message others
5. Hijacking e-mail accounts



Policy procedure:

The Harvest Private School educates students both in the proper use of technology and about the serious consequences of cyberbullying. With the help of proper curriculum links and computing lessons, we continue to inform students in these fast-changing areas. All students and teachers must sign the Acceptable Use of Technology Agreement. All members of the school community are aware they have to bring to the attention of the online safety group any example of cyber-bullying or harassment or misuse of technology that they know about or suspect.

The School will take action against those who take part in cyber-bullying in line with the guidelines in the Behaviour policy. Students are encouraged to report any suspicions of cyberbullying and have access to the concerned and proper guidance is offered to victims of cyberbullying including emotional support and reassurance.

Roles and Responsibilities

a) Students:

If you believe you or someone is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff on your safety network.

1. Do not answer abusive messages but save them and report them.
2. Do not delete anything until it has been shown to your parents/carers or a member of staff at school (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying).
3. Do not give out personal details or contact information without the permission of a parent/carers.
4. Be careful who you allow to become a friend online and think about what information you want them to see.
5. Protect your password. Do not share it with anyone else and change it regularly.
6. Always log off from the computer when you have finished or if you leave the computer for any reason.
7. Always put the privacy filters on to the sites you use. If you are not sure how to do this, ask a teacher or your parents.
8. Never reply to abusive emails
9. Never reply to someone you do not know.

b) Parents:

It is vital that parents/carers and Harvest Private 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.

1. Parents/carers must play their role and take responsibility for monitoring their child's online life.
2. Parents/carers can help by making sure their child understands the policy and, how seriously school take incidents of cyber-bullying.
3. Parents/carers should also explain to their children legal issues relating to cyberbullying.
4. If parents/carers believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving the offensive text on their computer or on their child's mobile phone) and make sure they have all relevant information before deleting anything.
5. Parents/carers should contact the school as soon as possible.
6. Parents/carers should attend the school's training on online safety delivered by school E-safety Education team.



c) **School Staff:**

All staff have a responsibility to prevent misuse of equipment and cyberbullying

1. Ask the students to get up on-screen the material in question.
2. Ask the students to save the material.
3. If possible, Print of the offending material straight away.
4. 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.
5. Inform a member of the Senior Leadership team and pass them the information that you have



ANTI BULLYING POLICY

The school's aim for Student Welfare is to meet the personal and social needs of each individual in healthy, safe and secure environment.

School explore the factors that lead to bullying, and practice skills to reject such behavior in a variety of areas including:

Social Education

Religious & Moral Education

Class Assemblies and Anti-bullying Workshops

Procedures

- Any report of bullying or discrimination will be taken seriously.
- School will take firm action against any bullying, teasing, harassment, or other form of hurtful behaviour.
- Staff, parents, and students should look out for early signs of stress and note any change in behaviour, deterioration in work, or reluctance to come to school.
- Any student who experiences, observes, or hears of bullying should report it to a member of staff.
- The incident and interviews will be recorded, signed, dated and filed by the supervisors.
- The situation will be carefully monitored; the victim will be seen at regular intervals until the situation is resolved. Every situation will be judged on its own merits, and strategies to deal with it will be selected with care and sensitivity.

Procedure for online classes (TEAMS)

Any student who experiences, observes, or hears of bullying should report it to the teacher and supervisor. When an incident is reported, it will be investigated promptly by the Discipline Committee including School Counselor who will interview both parties and witnesses. If any students are caught bullying online, a warning will be issued through an email by the Class/Subject teacher.

In case if students caught doing the following, it would be considered as online, bullying and strict action would be taken against these students.

- scribbling/removing/ editing the documents uploaded by the teacher/ student
- remove/mute anyone from the meeting.
- use abusive language
- chat in an inappropriate manner online.
- post unwanted/inappropriate content online.



Strategies to help the victim

- Sometimes a word from the teacher is enough to stop the offensive behaviour.
- Anti-Bullying guard may be brought together to investigate the matter further and discuss solutions.
- The whole class may be brought together if the bullying is felt to be widespread.
- A genuine apology should be given, either verbal or written, and a reconciliation should be sought where and when possible.
- Peer mentoring may be employed.
- The Supervisor/teacher will offer coping strategies for both victim and bully.
- Coping strategies for the victim.
- Reassuring the Student.
- Offering continuous support.

Victims will be made aware that it is not their fault

- They should be encouraged to think positively about themselves.
- They should try to work out what reaction the bully wants and not give in.
- They should not retaliate.
- They should practice assertive behaviour, including use of body language.
- They should avoid situations where bullying might occur.
- They should speak to people they trust and with whom they are comfortable.

Sanctions for the bully these may include, as appropriate:

1. Verbal warning.
2. Written communication.
3. Written Warning Letter to be issued.
4. Warning Letter (suspension from the school).
5. Detention

Positive strategies for the bully

- Bullies will be made aware of the victim's feelings, encouraged to accept responsibility and help find solutions.
- They should be helped to change their behavior and find positive outlets for their energy.
- They may be given opportunities to make a positive contribution to school e.g. organize an event.
- In some cases, counseling may be arranged.



Procedures in response to an Incident of Bullying or Discrimination

- Each step under this procedure should be undertaken without unreasonable delay and careful records must be kept being filed appropriately.
- A full investigation into the incident will be made under the supervision of the Supervisor/ Principal.
- Statements will be gathered from the alleged bully and from the alleged victim giving their individual perspectives on precisely what happened.
- Statements may be taken from witnesses to the incident where appropriate. These witnesses may be students or members of staff but must stand up to scrutiny as objective.
- Parents will be informed and, as required, asked to come into school to discuss what has happened.
- A decision will be made as to the action required. This may involve disciplinary procedures, intended to change and modify behaviour rather than label anyone as a bully.
- Staff will monitor both bully and victim on an ongoing basis and will keep parents or guardians informed of any developments.
- Each incident will be reviewed after an agreed period. The manner of this review will be dependent on the nature of the incident and the ages of those involved.