



# ANTI-CYBERBULLYING

## Policy

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## **1. INTRODUCTION**

Jebel Ali School (JAS) 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.

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour with the intention to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time.

Cyberbullying may be defined as ‘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’.

### **1.1. Statement of Intent**

We are committed to helping all members of the school community benefit from information and communication technology, whilst understanding its risks, and to equip students with the knowledge and skills to be able to use it safely and responsibly. JAS has a duty to provide a safe environment for all members of its community and in doing so, recognises that technology plays an important and positive role, both educationally and socially, in everyone’s lives.

### **1.2. Purpose of the Policy**

The purpose of this policy is to ensure that:

- All teaching and non-teaching staff, students and parents have an understanding of what cyberbullying is,
- All teaching and non-teaching staff know what the school policy is on cyberbullying, and follow it when cyberbullying is reported,
- All students and parents know what the school policy is on cyberbullying, and what they should do if cyberbullying arises,
- As a school we take cyberbullying seriously.

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### **1.3. Compliance**

This policy aims to protect all community members from being the victim of cyberbullying by setting standards and expectations of behaviours to promote a cohesive and caring working environment for all. This policy applies to all members of the school community including staff, students and parents.

All incidents of cyberbullying must be reported, investigated and followed up on.

### **1.4. Definitions**

What is cyberbullying?

- Cyberbullying 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 students, 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.

Cyberbullying 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).

## **2. AIMS AND OBJECTIVES**

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- All staff, students and parents should promote a secure and happy environment free from threat, harassment and any type of cyberbullying behaviour,
- All stakeholders promote a caring environment where kindness and helpfulness are expected and respected,
- Students feel valued and safe, and individual differences are appreciated, understood and accepted,
- Actions and practices within the school reinforce our vision, and remove or discourage practices that negate them.
- To clarify for students, parents and staff that bullying is always unacceptable,
- To ensure that every student has the right to be safe and happy in the school, and to be protected when he/she is feeling vulnerable,
- To create an atmosphere where students who are being cyberbullied, or others who know about it, can speak to a member of staff, feel that they will be listened to and be believed, and that action taken will be swift but sensitive to their concerns once it is out in the open,
- To make clear to the victim that revenge is not appropriate, and to the bully that his/her behaviour is unacceptable and has caused distress,
- To resolve problems through a variety of methods.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1. JAS Staff**

Staff at JAS have the responsibility to ensure that:

- they are aware of cyberbullying and are able to identify and look for signs of occurrence among the students
- staff investigate and record reported incidents of cyberbullying
- students are educated on cyberbullying
- all forms of cyberbullying are prohibited
- students are aware of the consequences of cyberbullying.

#### **3.2. JAS Students**

Treat those around you with respect and consideration. Witnessing cyberbullying and doing nothing suggests support for the cyberbullying. If you do witness someone you know bullying another student, you should try to make clear to the bully that you disagree with his/her actions. We all have a responsibility to make sure that cyberbullying is not allowed to continue in the school.

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### **3.3. JAS Parents**

If you think your child is being cyberbullied, or is involved in cyberbullying in some way, please let the school know straight away. Talk to your children about the subject. Let them know you will be supportive and encourage them to confide in you. Reassure your child that the school will deal with the matter sensitively.

### **3.4. Other Members of the School Community**

Not applicable

## **4. IMPLEMENTATION OF THE POLICY / PROCEDURES**

### **4.1. Whole School**

#### **4.1.1. Practices and Procedures:**

- The responsibilities of the school and of students as set out in the Anti-bullying Policy and Behaviour Policy apply also to this policy (see section 7.),
- Positive use of technology will be promoted and the related school policies on computer use and cyberbullying will be kept under review as technologies develop,
- Continued Professional Development (CPD) and In-service Education and Training (INSET) may be used to help staff develop their own practices and support students in safe and responsible use of technology,
- The school will encourage safe use of technology, 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 cyberbullying can be reported.

#### **4.1.2. Prevention of Cyberbullying:**

- The nominated online safety officer, will oversee the practices and procedures outlined in this policy and monitor their effectiveness,
- Staff will be trained to identify signs of cyberbullying and will be helped to keep informed about the technologies that students commonly use,

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- Students will be informed about cyberbullying through curricular and pastoral activities. Students and staff are expected to use Information Technologies (IT) resources responsibly and to adhere to all relevant school policies,
- Parents will be provided with information and advice on cyberbullying. Parents/students sign an acceptable use policy, in the form of a Bring Your Own Device Agreement, at the beginning of every academic year (See Section 7.),
- All students are expected to adhere to the school rules related to the use of electronic devices,
- JAS blocks certain sites by a filtering system and the IT support team monitors students' use,
- The IT support team uses filtering, firewall, anti-spyware software, anti-virus software and secure connections to safeguard the students. Sanctions may be imposed for misuse or attempted misuse of the internet,
- Access to external web-based email is not allowed. All students are issued with their own personal school email address upon joining the school,
- Guidance is given on safe use of social networking sites and anti-cyberbullying,
- Guidance is provided on keeping names, addresses, passwords, mobile phone numbers and other personal details safe,
- The use of mobile phone and tablet cameras is not allowed in washing and changing areas,
- JAS uses a variety of opportunities, in and out of the classroom, to promote safe use of technology and to provide guidance on dealing with and reporting cyberbullying,
- JAS encourages its students to be involved in a response to cyberbullying e.g. through, Moral Education, our Positive Education Programme (THRIVE), computing lessons and curriculum events such as, but not limited to, Internet Safety day.
- As technology changes very quickly, JAS seeks to provide opportunities for policies to be reviewed and for students to be involved in the process of updating and improving them,
- JAS trains staff to ensure that they can recognise non-verbal signs and indications of cyberbullying,
- All members of the school community are informed about the various ways in which cyberbullying can be reported and in addition there is reassurance that the school will deal sensitively with students who report concerns,

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- Where there are concerns about misuse of technology, senior staff e.g. Heads of Year, Assistant Headteacher, Care and Wellbeing in the Secondary School and Primary Leadership Team/Year Group Leader in the Primary School may request a student to reveal a message or other content and may confiscate equipment. If they consider that equipment may contain evidence of cyberbullying they may investigate the specific contents relating to that act. As part of the annual Child Protection Safeguarding Audit there is a review of recorded bullying incidents and cyberbullying in particular.

4.1.3. Responding to Cyberbullying:

Cyberbullying will generally be dealt with through the school's Anti-bullying policy. A cyberbullying 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 cyberbullying,
- Anonymity: the person being bullied might not know who the bully is,
- Motivation: the bully might not realise that his/her actions are cyberbullying,
- Evidence: the subject of the cyberbullying will have evidence of what happened.

4.1.4. 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 reoccurrence,
- Advice on how the bully might be blocked from the individual's sites or services,
- Actions, where possible and appropriate, to have offending material removed,



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- Advice to consider changing email addresses and/or mobile phone numbers,
- Informing parents of both the victim and the bully to ensure support, sanctions and counselling as appropriate are in place,
- Discuss contacting the police in cases of suspected illegal content.

4.1.5. Investigation:

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 cyberbully, which may include looking at the media, systems and sites used. Witnesses may have useful information,
- Accessing school email accounts including the recovery of deleted items,
- Requesting a student to reveal a message or other phone content or confiscating a phone,
- Informing parents to discuss impacts and actions,
- Informing Network Manager of the incident in order to review systems and improve protections if required,
- Informing AHT Pastoral of the incident in order to review systems, staff training, parent information sessions and curriculum coverage.

4.1.6. Working with the bully

JAS will work with the cyberbully and any sanctions will be determined on an individual basis, in accordance with the Anti-bullying Policy, with the intention of:

- helping the victim to feel safe again and be assured that the cyberbullying will stop
- holding the cyberbully to account, so they recognise the harm caused and do not repeat the behaviour

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- helping bullies to recognise the consequences of their actions and facilitating change in their attitude and behaviour
- demonstrating that cyberbullying, as any other form of bullying, is unacceptable and that JAS has effective ways of dealing with it.

4.1.7. Evaluating the effectiveness of counter bullying procedures:

- Members of staff will report any incidents of cyberbullying to the Head of Year (HOY)/Year Group Leader (YGL) who will ensure that a thorough investigation is implemented, and appropriate actions taken in line with this and the Anti-bullying Policy,
- Assistant Head Teacher/Deputy Head Teacher will review this policy as per the review cycle to ensure its relevance and effectiveness.

**4.2. Foundation Stage**

See 4.1. Whole School.

**4.3. Primary School**

See 4.1. Whole School.

**4.4. Secondary School**

See 4.1. Whole School.

**4.5. Sixth Form**

See 4.1. Whole School.

**5. CONSEQUENCES**

The consequences of cyberbullying will be in line with the Behaviour Policy of the school.

**6. CONTACT DETAILS AND LINES OF COMMUNICATION**

When an incident of cyberbullying is suspected the following people should be contacted by the teacher:

- € Year Group Leader/ Head of Year,
- € Assistant Head Teacher/ Deputy Head Teacher,

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- € Where appropriate Safeguarding officer and Child Protection Online Management System (CPOMS) incident report to be completed,
- € Network Manager to be informed (Evidence to be gathered from devices)
- € Parents to be contacted.

**7. OTHER RELATED DOCUMENTS**

- Anti-bullying Policy
- Student Primary BYOD acceptable user agreement (parents to sign)
- Student Secondary BYOD acceptable user agreement (students to sign)
- Student Sixth Form BYOD acceptable user agreement (students to sign)

**8. APPENDICES**

Not applicable

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[End of Policy]