



**RAFFLES**  
INTERNATIONAL  
SCHOOL

Towards Excellence

## Counter Cyber Bullying Policy

**Adopted:** August 2014

**Revised/Amended:** August 2015, August 2016, August 2017

**Next review:** August 2018

		
CEO/Board		Principal
		
Head of Primary School	Head of Secondary School	Other relevant staff

### Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents





**RAFFLES**  
INTERNATIONAL  
SCHOOL

Towards Excellence

## Counter Cyber Bullying Policy

### School Vision, Mission and Core Values

#### Our Vision

Providing world-class education

#### Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

#### Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Raffles International 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 equip 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.



# RAFFLES

INTERNATIONAL  
SCHOOL

Towards Excellence

### **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***

The Head 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 Acceptable Computer Use Policy.

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 Anti-Bullying Policy apply also to this policy.

Positive use of ICT will be promoted and the Acceptable Computer Use Policy 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.



# RAFFLES

INTERNATIONAL  
SCHOOL

Towards Excellence

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 countering-bullying policy. 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 Isle of Wight 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 does not have the authority to search the contents of a phone.



# RAFFLES

INTERNATIONAL  
SCHOOL

Towards Excellence

### ***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.
- 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 though; any deficiencies or weaknesses in Cyber Bullying and the Anti-Bullying procedures arrangements will be remedied without delay.

The review will take into account comments and suggested areas for improvement from staff and students, including input from the School Council.

### **Policy Review**

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Cyber Bullying Policy will be remedied without delay.



**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, chatrooms 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 chatrooms.
- Never give out your photo or personal details, like your address, phone number or which school you go to.
- 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.



# RAFFLES

INTERNATIONAL  
SCHOOL

Towards Excellence

- 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](http://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.***

### **Policy Review**

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Cyber Bullying Policy will be remedied without delay.