

(To be read in conjunction with the School's Anti-Bullying Policy)

1. Introduction

Cranleigh Abu Dhabi believes that all people in our community have the right to teach and learn in a supportive, caring, and safe environment without fear of being bullied, including parents, staff, and children. We believe that every individual in school has a duty to report bullying or unkindness, whether it happens to themselves or another person. Pre- Prep and Prep children are not allowed mobile phones in school. Pupils must comply with the expectations outlined in The Cranleigh Code by tutors in the Moral Education lessons and also highlighted during assemblies if required. If we find that a child's wellbeing is compromised by cyber-bullying, we will take immediate and effective action. This may mean contacting other parents if we find their son or daughter is involved. We endeavour to foster positive communications with parents, staff and students about their digital lives to ensure that everyone feels supported and can speak out if they have any concerns.

What is Cyberbullying?

Cyberbullying is the use of digital communication tools, particularly mobile phones and the Internet, deliberately to upset, hurt or is. In addition, the unkindness to someone else or a group of people. Technology allows the user to bully or be unkind anonymously from an unknown location, 24 hours a day, 7 days a week. Cyberbullying leaves no physical scars, so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and can cause emotional distress if not dealt with.

There are many types of cyber-bullying and, although there may be some of which we are unaware of, here are the more common forms:

- **Text messages** —that are threatening or cause discomfort - also included here is "bluejacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology)
- **Picture/video clips** via mobile phone cameras - images sent to others to make the victim feel threatened or embarrassed.
- **Mobile phone calls** — silent calls or abusive messages; or stealing the victim's phone and using it to harass others-make them believe the victim is responsible.
- **Emails** — threatening or bullying emails, often sent using a pseudonym or somebody else's name.
- **Chatroom bullying** — menacing or upsetting responses to children or young people in a web-based chatroom.

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- **Instant messaging (IM)** — unpleasant messages sent while children conduct real-time conversations online using Snapchat, FB Messenger, Google Chat, Google Meet, WhatsApp, Skype or Yahoo Chat – amongst others. It can also be a group chat or 1:1 setting.
- **Bullying via websites** — use of defamatory blogs (web blogs), personal websites and online personal “own webspace” sites such as Bebo, Twitter, Instagram and Facebook – although there are others.

2. Cranleigh Abu Dhabi Procedures:

At Cranleigh Abu Dhabi, we take this form of bullying as seriously as all other types of bullying. In cases of cyber-bullying, as with all bullying and unkindness, the procedure will fall under the anti-bullying policy and each case is dealt with individually.

Pupils are taught within their computing and Moral Education lessons and in assemblies and tutorial times how to:

- Use the internet and technology safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know is being cyber-bullied or are experiencing unkindness in the digital "world".
- Appreciate the upset and unhappiness that cyberbullying causes.
- Report any problems with cyberbullying or unkindness in the digital world.

2.1 Cranleigh Abu Dhabi:

- Has a Responsible Use Policy for pupils that includes clear statements about e-communications and behaviour. All students sign a pupil online safety agreement document to confirm they have read and understood the policy.
- uses a variety of security and safeguarding tools to ensure that the programs and websites most frequently used for cyber-bullying are unavailable on the school network
- provides information for parents on e-communication standards and practices in schools, what to do if problems arise and what is being taught in the curriculum where and when required
- Support for parents and pupils if cyber-bullying occurs by assessing the harm caused, identifying those involved, taking steps to repair harm, and preventing recurrence.

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- Has a clear disciplinary framework for dealing with any behavioural issues involving unkindness within the digital world. Once the person responsible for cyber-bullying has been identified, the school will take steps to change their attitude and behaviour and ensure access to any needed support.

2.2 Advice to pupils (whether at school or elsewhere) who are victims of cyber-bullying or unkindness digitally:

- Remember, bullying and unkindness is never your fault. However, it can be stopped, and it can usually be traced.
- Don't ignore the bullying or unkindness and tell someone you trust, such as a teacher, parent or friend. Your tutor, Head of Year, Housemaster, or the Deputy Head (Pastoral) will be especially well placed to help you.
- Try to keep calm. Don't retaliate or return the message. If you show that you are angry, it will only make the person bullying you more likely to continue.
- Do not give out your personal details online, including information about where you live, the school you go to, your email address, phone number or social media details etc.
- Keep and save any unkind emails, text messages or images. Then these can be used as evidence.
- If students are bullied online, They should never respond or retaliate to cyberbullying incidents.
- Students and staff should report incidents appropriately and seek support from your tutor and or in the instance of staff, your line manager or a senior member of staff.
- Save evidence of the abuse; take screen prints of messages or web pages and record the time and date.

Depending on the severity, In the first instance, we would request that the person removes the offending comments. If they refuse, we could report the matter to the social networking site if it breaches their terms, or seek guidance from the local authority, legal advisers or support from other agencies. If the comments are threatening or abusive, sexist, of a sexual nature or constitute a hate crime, the school will consider contacting the police. Online harassment is a crime.

2.3 Text/video messaging

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- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days. This might prevent the person from texting you by making them believe you've changed your phone number.
- If the bullying or unkindness persists, you can change your phone number. Ask your mobile service provider.
- Some services or phones allow you to 'block' messages from a sender.
- Don't reply to an abusive or worrying text or video messages.
- Don't delete messages from cyberbullies. You don't have to read them, but you should keep them as evidence.
- If the calls are simply annoying, tell a teacher or parent. However, if they are threatening or malicious and persist, you have to pass it on to your parents or teachers.

2.4 Phone calls

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once they realise they can't get you rattled, callers usually get bored and stop bothering you.
- Always tell someone else: a teacher or parent.
- Be careful to whom you give personal information, such as your phone number
- If you have a mobile phone, make sure you set it to lock down after 20 seconds of not being used – then others cannot use your phone to send a message

2.5 Emails

- Never reply to unpleasant or unwanted emails — the sender wants a response, so don't give them that satisfaction.
- Keep the emails as evidence. Tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider (ISP) if required.
- Never reply to someone you don't know, even if there's an option to 'unsubscribe'.

Replying simply confirms your email address as a real one.

2.6 Web bullying

If the bullying is on a website or social media site (e.g. Bebo, Twitter, Instagram and Facebook), tell a teacher or parent, just as you would if the bullying were face-to-face, even if you don't know the

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bully's identity. Serious bullying should be reported to the police - for example, threats of a physical or sexual nature.

2.7 Chat rooms and instant messaging

- Never give out your name, address, phone number, school name or password online.
- It's a good idea to use a nickname. Don't give out photos of yourself.
- Don't accept emails or open files from people you don't know. Remember, it might not just be people your age in a chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or a teacher 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.
- Don't ever give out passwords to your mobile or email account.

Three steps to stay out of harm's way:

- Respect other people - online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords.
- If someone insults you online or by phone, stay calm – and ignore them.
- 'Do as you would be done by.' Think how you would feel if you were bullied. You're responsible for your behaviour – make sure you don't distress other people or cause them to be bullied by someone else.

3. Staff

In the instance of having a bullying instance reported, you should follow procedures set out for any other behaviour instance and report it immediately.

Reviewed by: John Burton Gow, Director of IT

Final reviewed by: Tim McConell-Wood, Vice Principal

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