NORD ANGLIA INTERNATIONAL SCHOOL DUBAI

A NORD ANGLIA EDUCATION SCHOOL

NAS Dubai Counter Cyber-bullying Policy

Date	Review Date	Lead Policy Writer/s	Leader Responsible
Nov 16	Nov 17	Cheryl McSweeney Christopher Hand	Cheryl McSweeney

Introduction

"NAS Dubai champions an ambitious education believing that there are no limits to what our students can achieve for themselves and for others."

This policy aims to comply with legal restrictions regarding the use of social media in the UAE. See the TRA guidelines 'UAE Digital Content Laws'. This policy complies with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law.

Nord Anglia International School Dubai (NAS) 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.

We believe cyber-bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented.

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

▶ **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.

▶ **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 shared through popular culture and posted on personal websites and social networking sites- **In some cases this type of bullying can be a criminal offence in the UAE.**

We understand cyber bullying is highly intrusive and the hurt it causes can be very severe. As it leaves no physical scars cyber bullying is not easy to detect by a parent or a teacher.

We have a duty of care to protect pupils from cyber bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them emotionally. We believe all our safeguarding procedures are in line with Sections 3(5) and 87(1) of the UK Children Act 1989 and Section 157 of the UK Education Act 2002 and that we promote the welfare of all children in our care in line with our Safeguarding and Child Protection policy.

We work hard to prevent cyber bullying by having in place a variety of safeguarding procedures in school and an E-safety policy which includes an 'Appropriate use of Technology' agreement.

▶ Aims & Objectives

- To ensure pupils, school personnel and parents understand what cyber bullying is and how it can be prevented.
- To have in place procedures to prevent incidents of cyber bullying.
- To have in place effective procedures to deal with all reported incidents of cyber bullying.
- To work with other schools to share good practice in order to improve this policy.

▶ Roles and Responsibility for the Policy

Role of the Principal and Senior Leadership Team (SLT)

- To oversee the practices and procedures outlined in this policy and monitor their effectiveness.
- To ensure that the school maintains details of agencies and resources that may assist in preventing and addressing cyber bullying.
- To ensure all school personnel are aware of and comply with this policy.
- To ensure compliance with the legal requirements of the KHDA and UAE Cyber Usage Law.
- To provide leadership and vision in respect of equality.
- To provide guidance, support and training to all staff.
- To monitor the effectiveness of this policy by;
  - Ensuring the curriculum addresses cyberbullying when required
  - Reviewing e-safety policy and provision
  - Discussions and guidance given to pupils, parents and members of the wider community
  - Annually reviewing the success and development of this policy with the relevant stakeholders

▶ Role of the IT Department

The IT department is responsible for ensuring:
- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.

- That the school meets required online safety technical requirements and the UAE Online Safety Guidance that may apply.

- That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.

- That the filtering policy and fire wall (Impero), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.

- That they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.

- That the use of the network / internet / Learning Platform / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Principal and Senior Leadership Team for investigation and action.

▶ **Designated Safeguarding Lead**

The DSG should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data

- access to illegal / inappropriate materials

- inappropriate on-line contact with adults / strangers

- potential or actual incidents of grooming

- cyber-bullying

It is important to emphasise that these are safeguarding issues, not technical issues, technology simply provides additional means for safeguarding issues to develop.

▶ **Role of Teachers**

If teachers or other adults in school suspect or are told about a cyber-bullying incident using school hardware they should follow the protocol outlined below:

Computers/Laptops/ iPad (School owned)
• Ask the pupil to bring on-screen the material in question.
• Ask the pupil to save the material.
• Print off the offending material straight away.
• Make sure you have got all pages in the right order and that there are no omissions.
• Accompany the pupil, taking the offending material, to see a member of the Senior Leadership Team.
• Teacher will use helpdesk to log incident which will be reviewed by the Designated Safeguarding team.

▶ **Role of Pupils**
- 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.

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible.
This person could be a parent/guardian, your class teacher, your Head of Year or a member of the SLT.

• Do not answer abusive messages but log and report them

- Do not delete anything until it has been shown to your chosen adult (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

▶ **Role of Parents/Carers**

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

• Parents can help by making sure their child understands the school's policy and, above all, how seriously NAS takes incidents of cyber-bullying
• Parents should also explain to their sons or daughters legal issues relating to cyberbullying particularly in the UAE
• If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
   • Parents should contact a member of the SLT as soon as possible. A meeting can then be arranged with relevant members of staff to provide support and guidance if incident occurs in school.
   • Teachers will support parents should they need guidance, advice and mediation if necessary. Parents are responsible for resolving the situation.

▶ **Sharing and Maintaining Awareness of this Policy**

We will share and raise awareness of this policy via:

- the Staff Handbook
- our website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- written communications with home such as daily emails and newsletters, reports
- information displays around school

▶ **Relevant Professional Development**

All school staff:
- receive training on this policy during the induction period
- receive periodic training so that they are kept up to date with new information

▶ **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the lead person, the Heads of School, the Principal or other stakeholders.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Principal for further discussion and endorsement. (See Policy Evaluation)

▶ **Linked Policies**

📖 Curriculum	📖 Appropriate Use of Technology Agreement
📖 Nord Anglia E-Safety	📖 Behaviour Policy
📖 Safeguarding and Child Protection	📖 Anti-Bullying

Principal:		**Date:**

Policy Evaluation				
Points to be considered	**Yes**	**No**	**N/A**	**Evidence**
• Policy annually reviewed				
• Policy in line with current legislation and/or KHDA requirements				
• Lead person in place				
• Lead person carries out role effectively				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Necessary resources in place				
• Policy referred to the School Handbook				
• Policy available from the school administration				
• Policy available from the school website				
• All stakeholders including students involved in further development of this policy				
• All associated training in place				
• All outlined procedures complied with				
• Links made between this and other policies in place				
• Associated policies in place and up to date				

Lead Reviewer:		**Date:**	

Principal:		**Date:**	

Policy Approval

Policy Title:						Date written:		
Policy written by:					New Policy (✓or x)	☐	Revised Policy (✓or x)	☐
Stakeholders consulted in policy production: (✓or x)	Principal	Senior Leadership Team	Teachers	TAs	Administrative Personnel	Parents	Pupils	Other relevant stakeholders
	☐	☐	☐	☐	☐	☐	☐	☐
Date when approved by Principal:		Date when presented to stakeholders:			Date implemented:			
Published on: (✓or x)	School Website			Staff Handbook			Student Handbook	
	☐			☐			☐	

▶ **Appendix 1**

Useful Web Sites

 (SWGfL & Diana Awards)
 http://enable.eun.org/
Scottish Anti-Bullying Service, Respect me
 http://www.respectme.org.uk/
Scottish Government - Better relationships, better learning, better behaviour
http://www.scotland.gov.uk/Publications/2013/03/7388
DfE - Cyberbullying guidance
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyb erbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf
Childnet – new Cyberbullying guidance and toolkit (Launch spring / summer 2016)
http://www.childnet.com/new-for-schools/cyberbullying-events/childnets-upcomingcyberbullying-work
Anti-Bullying Network
http://www.antibullying.net/cyberbullying1.htm
SWGfL Digital Literacy & Citizenship curriculum
Online Safety BOOST Presentations - parent's presentation
Connectsafely Parents Guide to Facebook
Vodafone Digital Parents Magazine
Childnet Webpages for Parents & Carers
Get Safe Online - resources for parents
Teach Today - resources for parents workshops / education
The Digital Universe of Your Children - animated videos for parents (Insafe)
Cerebra - Learning Disabilities, Autism and Internet Safety - a Parents' Guide
Insafe - A guide for parents - education and the new media
The Cybersmile Foundation (cyberbullying) - advice for parents
E-Safety at Home Advice on the safe use of technologies for teenagers can be found at the following websites: http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers
https://www.thinkuknow.co.uk/parents/
https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/
http://www.webwise.ie/parents/advice-top-10-tips-for-parents

▶ **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.
1. 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.
2. 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
1. You can turn off incoming messages for a couple of days.
2. If bullying persists you can change your number (ask your mobile phone provider).
3. Do not reply to abusive or worrying messages. You can report them to you mobile phone provider.

Email
1. Never reply to unpleasant or unwanted messages.
2. Don't accept emails or open files from people you don't know.
3. Don't delete bullying emails – print them or save them as evidence in a separate folder.

Social networking sites, chatrooms and instant messaging
1. 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.
2. Don't use your real name in chatrooms.
3. Never give out your photo or personal details, like your address, phone number or which school you go to.
4. 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.
5. Keep your passwords private and don't tell anyone, not even your best friend.
6. To report suspicious behaviour online and to learn more about keeping yourself safeonline visit 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.

▶ **Student Acceptable Use Policy Agreement**

Student / Pupil Acceptable Use Policy Agreement Template – for younger pupils (Foundation / KS1)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (child):   ....

(The school will need to decide whether or not they wish the children to sign the agreement – and at which age - for younger children the signature of a parent / carer should be sufficient)

Signed (parent):   ....

▶ **NAS Dubai Internet Safety Pledge**

⚙ I understand that use of the school internet network and school devices is at the discretion of the Principal of   the school and the right to use the network may be taken away should I fail to uphold the standards   described in this pledge.

⚙ I will use the school internet networks for educational purposes only.

⚙ I understand that I am responsible for the websites that I visit whilst using the school network.

⚙ I understand that these websites should be age appropriate and relevant to the learning that is taking place.

⚙ I undertake to react responsibly if I accidentally access inappropriate material, by minimising the screen and   alerting the teacher without attracting the attention of those around me.

⚙ I will never download images or material which is inappropriate or not relevant to my learning.

⚙ I am aware that my actions on school devices are monitored by the school.

⚙ I undertake to use school hardware responsibly and look after it as if it was my own.

⚙ I will follow class rules for the use of ipads, laptops and PC's to help ensure that all school hardware is looked after properly and available for other students to use   fully.

⚙ I understand that all material compiled in school is private and must not be shared on public forums or social media without the express permission of the Senior Management of the School.

⚙ I undertake to ensure that I do not breach copyright laws and to ensure that I do not use the internet to engage in plagiarism. All the work that I submit to teachers will be my own work and not 'copied' from the internet.

Mobile Phones

⚙ Students are reminded that UAE law forbids the inappropriate use of mobile phones in public areas. This includes taking photos or videos of other students (even with their permission) or sending insulting messages via any social media. You may also be held responsible for comments or additional media made by other people about your posts.

⚙ I understand that I am allowed to have my mobile phone on the basis that is used for emergencies only. Should I need to do so, I must speak to a teacher in order to gain permission to make an emergency phone call. I will not use my mobile phone except in permitted areas (canteen areas or outside).

⚙ I understand that should I be seen using my mobile phone inappropriately, it will be taken from me and returned at the end of the school day. I understand that I can only use my mobile phone in classrooms with the express permission of a teacher.

Signed _____

Date _____

Parent's Signature _____

I will think before I post

I agree not to post information and images that could put me at risk, embarrass me, or damage my future, such as

- Cell & home phone numbers
- Home address
- Personal information
- Inappropriate pictures & videos

I will respect other people online

I will not

- Post anything rude, offensive, or threatening
- Send or forward images and information that might embarrass, hurt, or harass someone
- Take anyone's personal information and use it to damage his or her reputation

I will never agree to meet anyone that I don't know whilst I am online.

I agree to

● Tell my parents or my teachers if anyone asks to meet me

I will protect myself online 🔍

If someone makes me feel uncomfortable or if someone is rude or offensive, I will

● *Not respond, save the evidence*

● *Tell my parents, guardian, or another trusted adult*

● *Report to the website, cell phone company, cybertipline.com, or the police*

Signed: _____

Date: _____

Parent's Signature

Principal Approval	
Name	Matthew Farthing
Title	Principal
Signature / Date	5th June 2017