



CYBER-BULLYING POLICY

Owner: Jo Taylor

Role: Senior Deputy Head

Date reviewed: June 2019

Date to be reviewed: June 2020

The whole school refers to all staff and pupils in the Preparatory School and the Senior School of St Albans High School for Girls. This includes: the Early Years/Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2); Senior School (Key Stages 3-5). St Albans High School for Girls is an independent, selective day school with approximately 1100 pupils between the ages of 4 and 18.

This policy has been informed by the DfE guidance “Preventing and Tackling Bullying” October 2014, the Independent School Standards (Amendment) Regulation (2018) and the Equality Act (2010).

This policy should be read in conjunction with the:

- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- eSafety Policy
- Mobile Device Policy
- AUP Staff / AUP Student / AUP Visitors
- BYOD Policy
- Code of Conduct for all Staff / Code of Conduct for Governors

Legal framework

It is unlawful to disseminate defamatory information in any media including internet sites.

Section 127 of the Communication Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.

The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

The Voyeurism (Offences) Act 2019

Definition

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself. This can occur at any time of the day, both in and outside of school. Electronically forwarded content is hard to control, the audience is not restricted and the content can resurface as it has no shelf-life, thus making it difficult for those who may be targeted to move on. It is often extremely difficult to identify the perpetrator.

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

- Bullying by texts or messages on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation (such as in incidents of 'upskirting' or sexting. In incidents of sexting we would follow the UKCCIS guidelines 'Sexting in schools and Colleges').
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using email to message others
- Hijacking/cloning email accounts
- Making threatening, abusive, defamatory or humiliating remarks on social networks, such as Facebook, Facebook messenger, Twitter, Instagram, What'sApp, Snapchat as well as YouTube

Prevention

- Education on how to stay safe online via ICCT and PSHEE. The HoDs of PSHEE and ICCT and subject leaders at the Prep School will adjust their curriculum in order to reflect the most current thinking and practices regarding cyber-bullying
- Clear guidance and rules on how systems are allowed to be used at school are provided via the AUP. All pupils discuss and read the AUP on arrival at the school. Use of photos and use of social media are also covered in it. The AUP is given to parents of new Prep School and all Reception children. Pupils agree that they have read the agreement and this is kept electronically. At the Senior School pupils accept the AUP when first logging on to the school computers.
- The Pastoral Team and the ICCT Department keep abreast of developments in social media and advises pupils and staff on safe practices.
- Clear guidance on the use of mobile phones in the Mobile Device Policy at the Senior School. Clear sanctions are in place for any pupils to be found in breach of these policies. Policies are displayed on the pupils' VLE landing page. At the Prep School, units in ICT lessons are linked to eSafety teaching, as well as assemblies on eSafety. The pupils have regular assemblies about current issues in the realms of eSafety. The pastoral team respond to any issues which are raised from the pupils or parents and use these as opportunities for general reminders about online behaviour. Digital Leaders promote eSafety issues across the school. eSafety/safe internet use posters are in all rooms in the Prep School.
- The staff code of conduct sets out clear guidelines regarding the use of technology for communication and for photographs.
- Securus is used to monitor internal school systems and Boost to monitor the exposure of the school on the internet as well as general global checks on social media.
- eSafety infringements are logged in order to look for patterns and ensure consistency of sanction.

USE OF TECHNOLOGY WITHIN SCHOOL

Mobile phones

Mobiles are permitted in the Senior School. The mobile phone policy gives specific guidance, rules and sanctions for each year group.

In the Senior School, if an individual member of staff gives permission, mobile phones may be used for an educational purpose within a lesson.

Mobiles and cameras are allowed in the Prep School from Years 1 – 6 for the purpose of communication on journeys to and from school. They are not allowed to be switched on during the school day and must be held by the class teacher.

Mobiles are not permitted for pupils in EYFS.

Staff are allowed their own mobile phone in school, but must not use this for photographing pupils. School equipment, such as school iPads are used for this purpose. Staff should store personal devices away during school hours. They should not be used during contact time or whilst supervising pupils.

The school includes in its contract with parents an explanation of how photos are used within school for marketing purposes. No surname is used with a pupil's photo and parents have the option to prevent use of photographs in external media.

School Computers

All computers in school have both a Smoothwall filtering system as well as Securus software which monitors keystrokes.

Pupils in the Senior School may use OSX, Windows 7 and Windows 10 devices outside of lessons for their own activities, but inappropriate content is filtered and inappropriate behaviour is picked up on by our systems in place.

In the Prep School, pupils do not use computers outside of lesson time unsupervised. Supervised use of computers is allowed during break times, provided a member of staff has given permission.

HOW TO DEAL WITH A CYBER-BULLYING INCIDENT

Guidance for staff

Mobile phone

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message/social networking post or image, to include the date, time and names
- Sexual Images must not be forwarded in case of a criminal offence having been committed
- Make a transcript of a spoken message, again, record date, time and names
- Tell the pupil to save the message/image
- Impound the phone if the image is of a sexual nature
- Go with the pupil to the Senior Deputy Head at Senior School or Pastoral Deputy Head at the Prep School

Computers

- Ask the pupil to access onscreen the material in question
- Ask the pupil to save the material
- Print off the offending material immediately
- Make sure you have all the pages in the correct order and that there are no omissions
- Go with the pupil to the Senior Deputy Head at Senior School or Pastoral Deputy Head at the Prep School

In both cases, normal procedure following the anti-bullying policy will then be followed.

Guidance for Pupils

- If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible.
- Do not answer abusive messages, but log and report them
- Do not delete anything until it has been shown to an adult at school
- Do not give out personal details
- Never reply to abusive emails
- Never reply to someone you don't know
- Stay in public areas in chat rooms
- The school has the right to deal with any technology related incident outside of school if the content is seen to bring the school into disrepute in anyway.

Guidance for Parents

- Parents can support the school by ensuring their child understands how seriously cyber-bullying is taken by the school
- Parents should explain that there are legal issues relating to cyber-bullying
- If parents believe that their child is the victim of cyber-bullying, they should save all the information (if they are able) and make an appointment to see the Senior Deputy Head at Senior School or Pastoral Deputy Head at the Prep School as soon as possible with the evidence they have
- The school has the right to deal with any technology related incident if the content is seen to bring the school into disrepute in any way.
- Parents at both the Senior School and Prep School are invited to attend regular eSafety updates as part of our pastoral programme.
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www.thinkyouknow.co.uk is the CEOP site which deals with online issues. This provides a range of information and a wealth of resources which you could choose to use with your daughters at home. Childline also offers information and support on online issues including bullying: <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/>