



## RIKKYO SCHOOL IN ENGLAND

### Anti-Cyber Bullying

Date	Review Date	Coordinator	Headmaster
18/11/2018	18/11/2019	Mr. M. Kobayashi	Mr. T.Sato

This policy document should be read in conjunction with our Anti-Bullying, Pupil Behaviour and Discipline, IT and Safeguarding Policies.

We are committed 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 and we also have a duty of care for our school personnel.

We aim to ensure that cyber bullying does not take place in this school by educating pupils, school personnel and parents to understand what it is and how it can be prevented. If we suspect that an incident of cyber bullying has happened we will follow our bullying and safeguarding procedures.

Cyber bullying is any form of bullying by using electronic technology. It is highly intrusive. The fact that it can be broadcasted very quickly to a huge audience and that it is more likely for other children to get involved due to the potential (at least initially) anonymity of the bullies and the ease to join with online comments, can have a very severe impact on the victim.

It can target pupils as well as school personnel.

Cyber bullying can take many different forms including: cyber-stalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, derogative comments on online platforms / social networks, and sexting. This can happen through text messages, picture/video clips, mobile phone calls, emails, chat room bullying, instant messaging, online games and the use of websites/online platforms and social networks to convey threats, intimidation, harassment etc.

Some examples of cyber bullying are:

- Texting or emailing abusive, threatening or nasty messages or hurtful videos and pictures to someone; this can include sharing those messages with other people who might join in the bullying. Sending computer viruses can also be bullying.
- Sexting - when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages – can be bullying.
- Posting derogatory remarks or fake / obscene photographs about a pupil or member of staff on social networking sites such as Instagram, youtube, twitter, tumblr, facebook or on websites or using these sites in other ways to bully another person.



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- Inviting others to post derogatory remarks about a pupil or member of staff on social networking sites or websites
- Sending nasty messages through instant messaging services and chatrooms. Sending these messages by using someone else's account is also a form of bullying
- Being abusive or harassing someone in an online multi-player gaming site like Minecraft or stealing / destroying other people's belongings or creations.
- Posting someone else's photos or personal information without that person's permission, which can include pretending to be someone else and writing fake comments or blogs.
- Cyber stalking – repeatedly sending unwanted messages or instant messages
- Filming fights or assaults and circulate them via electronic media.

Depending on the circumstances of the case there are a number of criminal offences that may have been committed in the course of cyber bullying. Criminal laws may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, and sexting. Where the School considers that a reported incident of cyber-bullying may amount to a criminal offence, it will inform the Police.

Under the Education Act 2011 we have the power to examine the data or files of an electronic device confiscated from a pupil, and if the material breaches school rules then the material may be deleted. However, an electronic device which contains material suspected to be evidence relevant to an offence or is a pornographic image of a child or an extreme pornographic image, will be handed to the police.

### Aims

- 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.



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### Prevention of Cyber-bullying

For the prevention of cyber-bullying, in addition to the measures described in our Anti-Bullying Policy the school:

- Expects all pupils to adhere to its IT Safety and Acceptable Use of IT policies and to the Acceptable Use of IT Agreement. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet in accordance with the Pupil Behaviour and Discipline Policy;
- Issues all pupils with their own personal school email address. Access to social media sites and personal email sites is not allowed from school computers/ tablets inside the school;
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHE lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data;
- Ensures its pupils are aware that cyber-bullying can have severe and distressing consequences and that participation in cyber-bullying will not be tolerated;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- Does not allow the use of mobile phones anywhere in the school;
- Does not allow the use of cameras / video filming devices in classrooms during lessons when the teacher has not given consent, or when the pupil being photographed / filmed has not given consent or when it causes annoyance to others;
- Does not allow the use of cameras / video filming devices in toilets, washing and changing areas;
- Does not allow the use of cameras / video filming devices in the bedrooms of boarding houses when the pupils being photographed / filmed have not given consent or when it may cause annoyance to others;
- Does not allow cameras / video filming of other people in any public areas in the school if those people have not given consent;
- The school reserves the right to monitor pupils use of the internet on a routine basis;
- Ensures that pupils know that taking photos / videos of another pupil in a state of undress is a criminal offence in the UK;
- Ensures that pupils know that secretly taking photos / videos of another pupil can also constitute a criminal offence in the UK;

### Sexting

Sexting can put young people at risk of being bullied or blackmailed.

Creating or sharing images of a child which are of a sexual nature is illegal, even if the person doing it is a child. In England, every person under the 18 is considered as being a child in this respect. A young person is breaking the law if they:



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- take an image or video of a sexual nature of themselves or a friend
- share an image or video of a child, which is of a sexual nature, even if it's shared between children of the same age
- possess, download or store an image or video of a child, which is of a sexual nature, even if the child gave their permission for it to be created, however, if a young person is found creating or sharing images, the police can choose to record that a crime has been committed but that taking formal action isn't in the public interest. Crimes recorded this way are unlikely to appear on future records or checks, unless the young person has been involved in other similar activities which may indicate that they're a risk.

### Responsibility for the Policy and Procedure

#### Role of the Headmaster

The Headmaster will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the ICT Coordinator to review how the school network is monitored;
- ensure the Acceptable Use Policy outlines how the ICT suite and the Internet should be used;
- deal with all incidents of cyber bullying quickly and effectively;
- provide support for those pupils and school personnel who may be victims of cyber bullying;
- impose sanctions on any pupil which has carried out bullying behavior;
- confiscate any mobile phone if brought into school;
- inform parents of any incident of cyber bullying and of any actions the school is taking;
- inform parents how they should monitor their child's use of the internet;
- contact the police and or social services if the cyber bullying is sufficiently severe or if a pupil's electronic device contains evidence about an offence, is a pornographic image of a child or an extreme pornographic image;
- authorize senior members of staff to confiscate pupil's electronic devices and to examine and if necessary delete the data or files if the material is considered to breach school discipline;
- record and keep records of all incidents and their outcomes;
- monitor the number and types of incidents in an academic year and how swiftly they are dealt with;
- discuss with the perpetrator why he/she has bullied and why their actions were wrong and encourage the pupil to change their behaviour;
- consider permanent exclusion in the most serious incidents of cyber bullying and ;
- consider the use of legal powers under the Education Act 2006 that allow him/her to regulate behaviour of pupils when they are off-site;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;



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### Role of the ICT Coordinator

The Coordinator will:

- work closely with the Headmaster to ensure that:
  - the Acceptable Use Policy is up to date
  - the school network is monitored
  - information is provided for pupils and parents
- provide guidance and support to all staff;
- ensure cyber bullying is discussed during staff meetings and inset days;
- ensure cyberbullying is discussed with pupils through assemblies / class discussions;
- invite pupils to consider the effects of cyberbullying;
- help review anti-bullying and pupil behaviour and discipline policies;
- keep up to date with new developments and resources;
- review and monitor;

### Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- be alert to the dangers of cyber bullying;
- report all incidents of cyber bullying to a member of the Senior Leadership Team;
- ensure that no pupil has unsupervised access to the Internet;
- regularly remind pupils of:
  - the safe use of the IT suite;
  - the Acceptable Use Policy;
  - the need to report any incident of cyber bullying to a member of the school personnel;
- inform pupils of the dangers of cyber bullying through PSHE, collective worship;
- be advised:
  - not to give their private mobile phone number, email addresses or any other personal contact details to any pupil;
  - not to accept any past or present pupil as “friend” on their Facebook page;
  - not to leave a computer or any other device logged in when they are away from their desk;
  - to ensure that all their devices are password protected;
  - to use social media correctly and according to their employment rules and policies;
  - to have in place security and privacy settings;



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- to carry a school mobile phone when on school trips;
- to use their school email address for school business;
- to report all incidents of cyber bullying to their line manager;
- to save all evidence of any online abuse by taking screen shots etc;
- to contact the police if any abusive online comments are sexist, of a sexual nature, or constitute a hate crime;
- to request all offensive or inappropriate online content is taken down;

### Role of Pupils

Pupils must:

- be aware and comply with all the afore mentioned aspects of this policy;
- sign an Acceptable Use of ICT contract;
- report all incidents of cyber bullying to a member of the school personnel and preserve any evidence;
- hand in all mobile phones to school unless they have prior permission from the Headmaster;
- treat others, their work and equipment with respect;
- follow the advice for students which is attached to this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school rules;
- liaise with the school council and take part in surveys and questionnaires;

### Role of Parents

Parents will:

- be made aware and comply with this policy;
- sign an Acceptable Use of ICT contract;
- be encouraged to discuss the Acceptable Use of ICT contract with their children;
- report all incidents of cyber bullying involving their child to the school;
- be contacted by the school if the school has any concerns about pupils regarding to cyber-bullying

### Procedures for Dealing with Cyber-bullying

The School will deal with incidents of cyber bullying in the same way as with other forms of bullying, ie all incidents will be investigated and recorded, parents will be informed and disciplinary action taken that is considered reasonable in the circumstances, with a view to regulating pupil conduct and protecting the reputation of the School, and the welfare of its pupils.



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Cyber bullying can leave a clear trail of evidence, in addition to text messages and emails that might be found on the electronic devices, mobile phone companies, internet service providers and social network sites can also provide supporting evidence in the investigation.

Steps will be taken to ensure that the person responsible understands the impact of their actions as it is in the nature of cyber-bullying that the perpetrator does not experience directly the effect which their behavior has on the victim.

Additionally, the school will follow the specific procedures for cyber-bullying outlined below:

- In response to an allegation of cyber-bullying, staff which has been authorized by the Headmaster are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Headmaster. Staff do not require the consent of the pupil, or their parents to undertake a search, provided they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item, and provided they have the Headmaster's prior consent to undertake a search.
- The search will be conducted in accordance with the procedure set out in the Searching, Screening and Confiscation Policy.
- Where a search finds an electronic device that is prohibited by the school rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause damage to a person or a property, the School may examine any data or files on the device. This will be the case for example, where there has been an allegation of cyber-bullying. Parental consent to search through electronic devices is not required.
- The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.
- If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, the School can decide whether it is appropriate to delete any files or data from the device, or whether it wishes to retain the device as evidence of a breach of this policy and the Pupil Behaviour and Discipline Policy.
- The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.



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### Counselling & Support

- Counselling and support mechanisms are in place to help those who have been bullied.
- All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong
- School counsellors will ensure that all matters discussed during counselling sessions are completely confidential;
- They will only break confidentiality if they learn of a child protection disclosure and then
  - Will inform the pupil that the information has to be shared with others
  - Will Inform the Designated Safeguarding Lead

### Training

We ensure all school personnel have equal chances of training, career development and promotion. Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and Headmaster.

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Reviewed 11/01/2017 and 18/11/2018