

# DEALING WITH CYBER BULLYING - PROCEDURES

SUPPORT	PRECISE PROCEDURES
<b>Student who has been bullied</b>	<ul style="list-style-type: none"> <li>✓ Reassure the student that telling was the right thing to do</li> <li>✓ Inform their parents/carers</li> <li>✓ Remind the student to not return messages or retaliate</li> <li>✓ Encourage the student to save all relevant evidence to assist in further investigations - not deleting messages, taking screen capture shots, noting web addresses, noting dates and times when messages were received etc.</li> <li>✓ Check that the student understands simple ways to prevent a reoccurrence, e.g. changing contact details, blocking contacts, leaving chat rooms, keeping passwords private</li> </ul>
<b>Student displaying bullying behaviour</b>	<ul style="list-style-type: none"> <li>✓ Inform their parents/carers</li> <li>✓ Encourage the student to save all relevant evidence to assist in further investigations - not deleting messages, taking screen capture shots, noting web addresses, noting dates and times when messages were received etc.</li> <li>✓ Ask the person to remove the offending content</li> <li>✓ Use safeguarding measures to confiscate phones that are being used to cyber bully and return to parents/carers of the student at initial meeting with them</li> <li>✓ Ask the person to name those to whom they have sent the cyber bullying content so that further circulation of material is stopped and removed from the system (NB. In cases of illegal content the PSNI will be contacted to determine what needs to be kept for evidential purposes)</li> <li>✓ Apply an appropriate sanction in line with our Positive Behaviour Policy</li> </ul>
<b>Support for Parents</b>	<ul style="list-style-type: none"> <li>✓ Inform parents/carers of all reported incidents of cyber bullying</li> <li>✓ Encourage parents to save all evidence of cyber bullying - print emails or website pages, save texts or voicemail messages</li> <li>✓ Advise parents to make sure their child does not return messages or retaliate</li> <li>✓ Encourage parents to talk to their child about offending messages ask their child to put them in to context - remind them that texts, emails and messages on social networking sites don't always give the full picture of what's going on</li> <li>✓ Advise parents to report abuse to website administrators or mobile phone companies or to use the reporting buttons on profiles and by posts on social networking sites</li> <li>✓ Support parents in reporting serious incidents of cyber bullying to the PSNI</li> </ul>



## ANTI CYBER BULLYING POLICY

### **Mission Statement**

*"In partnership with parents, guardians, staff, governors and students St Louise's promotes excellence in learning and teaching within a Catholic, Vincentian, Comprehensive ethos"*

## DEFINITION OF CYBER BULLYING (NIABF)

Cyber bullying is bullying that takes place through new technologies such as mobile phones and the internet.

Cyber bullying is defined as the use of the internet, mobile phones or other technologies to threaten, tease or embarrass others.

This could include:

- \* Posting or commenting on harmful, embarrassing or threatening material on social networking websites.
- \* Sending nasty text messages or leaving rude voicemails on a mobile phone.
- \* Excluding someone from an online game.
- \* Setting up fake profiles on a social network to make fun of others.

## PREVENTATIVE MEASURES - STRATEGIES TO PREVENT OR REDUCE CYBER BULLYING

We will:

- \* Ensure guidelines on Internet Safety/Cyber bullying are shared with parents and staff through our Pastoral Policies.
- \* Address Internet Safety/Cyber bullying through our Assembly and Pastoral Programme.
- \* Address Internet Safety/Cyber bullying at Parent Teacher Meetings as required.
- \* Promote e-safety.
- \* Remind students of their personal responsibilities in terms of using technology in a safe and legal way.
- \* Talk to students about how they should behave online - "netiquette".
- \* Distribute relevant literature/reading materials to pupils, parents and staff.



## DEALING WITH CYBER BULLYING

We will:

- \* Investigate fully and record all incidents of cyber bullying that are reported to us. These incidents may take place in or outside of school.
- \* Maintain records of any cyber bullying incidents and the actions taken in response to them.
- \* Advise pupils, parents and staff to save the cyber bullying communication as evidence which can be shown to parents/carers/staff and if necessary to the PSNI.
- \* Take steps to identify the person(s) displaying the cyber bullying behaviour.
- \* Take steps to identify cyber bullying recipients/bystanders within the school community.
- \* If appropriate apply a sanction to the student(s) displaying the bullying behaviour and to bystanders who have been involved. All sanctions will be in line with our Positive Behaviour Policy.

**NB: All incidents of cyber bullying will be deemed to be Stage 2 bullying and will be dealt with by the Head of Year and the Year Team.**

## SANCTIONS FOR CYBER-BULLYING

When assessing the appropriate response we will consider the following:

- \* The impact of the cyber bullying for the person being cyber bullied, including their emotional and mental well being.
- \* The duration and frequency of the cyber bullying.
- \* The nature of the content.
- \* The degree to which the cyber bullying was planned/organised and involved other knowing participants.
- \* How widely the material was circulated.
- \* The motivation of the pupil(s) displaying the cyber bullying behaviours.

**An appropriate sanction will be applied in line with our Positive Behaviour Policy.**