



# Russian International School

Academic Year 2015-2016

## E-CYBER SAFETY POLICY

### 1. WHAT IS E-CYBER SAFETY POLICY?

E-Cyber Safety is prevention of the following misuses of technology:

harassing, teasing, intimidating, bullying, threatening or terrorising another student by way of any technological tool.

School e-Cyber Safety is a guide for prevention of sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images or website postings, including Facebook, Instagram and blogs, which have the effect of:

- Physically, emotionally or mentally harming or disturbing a student
- Disturbing or causing a student to fear physical, emotional or mental harm
- Disturbing or causing a student to fear damage to or loss of personal property
- Creating an intimidating or hostile environment that significantly interferes with a student's educational opportunities.

### 2. WHAT DOES THE SCHOOL DO TO PREVENT CYBER BULLYING?

- Students are made aware of the dangers of the Internet and issues like Cyber Bullying through their Information Technology classes in middle and secondary phases.
- Parents-School Contract have clauses for the use of Technology Devices at school premises.
- There is strict enforcement of the school's policy regarding student use of mobile phones included in the Parent-School Contract.
- Regular monitoring by the school of the students use of technology at school premises.
- Encourage students to use technology as innovative techniques of learning in a Safe and Right way by using educational websites provided by the teachers.
- Incidents of Cyber Bullying can be reported through a direct way of communication via an Electronic E-School Management System

### 3. HOW DOES THE SCHOOL RESPOND TO INSTANCES OF CYBER BULLYING?

Bullying in any form needs to be dealt with according to the individual issues that arise. Incidents of bullying might be brought to School attention by:

- Students, Parents to Class Teachers, Head Teachers, SEN Coordinators, Administration.

The consultation process is usually handled by the counselling staff and can include:

#### Responses to the "victim(s)"

- talking with the student(s) experiencing the bullying
- talking with parents, staff or friends of the student(s)
- counseling and giving the student(s) strategies to effectively manage the bullying

#### Responses to the perpetrator(s)

• talking with the individual or group doing the bullying and directing them into a more positive and caring way of behaving

- talking to parents regarding their child bullying behaviour
- implementing appropriate consequences from a range of sanctions
- alerting staff to the negative patterns of behaviour for purposes of monitoring, preventing further occurrences and promoting positive patterns amongst the students concerned
- supporting the student over a period of time to ensure that the bullying has stopped

#### **4. WHAT CAN PARENTS DO?**

- Learn about and understand how the new technologies work.
- Talk to your children and find out what technologies they are using and what they do on them.
- Develop a relationship with your children so that they will be comfortable and confident to come to you if they are being bullied, or someone they know is being bullied.
- Watch out for signs such as suddenly not going online as much as before, or conversely, going online more frequently, or unwillingness to go to school.
- Contact the school to talk about the issue, even if the bully (bullies) are from a different school.
- If the bullying is occurring through mobile phone, contact police or the phone service provider. You may also want to change your child's telephone number and try to have the child understand that she/ he shouldn't widely give out the phone number.
- Teach your child to behave in a moral and ethical way when using the technologies. They shouldn't post or message anything that they wouldn't want you, their Friends, Community members or their teachers could see.

#### **5. WHAT CAN STUDENTS DO?**

##### **Watch their own online behaviour.**

- Never post or message anything that they would feel ashamed of or embarrassed by if parents, grandparents or one of teachers should see it.
- Remember that once sent, students have lost control of that material.

##### **What should you do if you are being bullied in cyber space?**

- Respond and tell the bully to stop. State clearly that the behaviour is not right, and that you find it offensive.
- Make no further responses from this point.
- Keep copies of any offensive messages or images.
- Tell your parents.
- Report it to your Class Teacher or Coordinator.
- Do not be afraid that reporting it will only make the bullying worse. It won't get better if you don't do something about it.
- Report it online via Electronic E-School Management System

##### **What should you do if you know someone else is being bullied?**

- Care enough to do something about it, even if it does not affect you personally.
- Tell someone – your Class Teacher or a Coordinator
- Report it online via Electronic E-School Management System