

# ST PAUL'S CATHOLIC COLLEGE



## Cyber Bullying Policy

# Our Mission at St Paul's

**S**ervice to each other: learning to become a self-disciplined leader

**T**eaching that inspires me, that challenges me,  
that gives me a lifelong love of learning

**P**artnership at the heart of our school:  
a partnership between school, home and community

**A**chievement: learn and achieve beyond my expectations within an internationally-enriched curriculum, using world-class technology, with people who care

**U**nderstanding of me as an individual: staff who know me by name  
and help make my experience of school rich and happy

**L**ove and respect experienced through our vibrant Catholic Christian community

**S**uccess: academically, spiritually, morally, socially and beyond the classroom

## ***'Learn to Serve'***

*St Paul's is a community of faith echoing St Paul's letter to Timothy where,  
as hallmarks of Christian living Paul stresses*

# St Paul's Cyber Bullying Policy

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## **CYBER-BULLYING POLICY**

St Paul's Catholic College embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. Central to the School's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The School also recognises that it must 'take note of bullying perpetrated outside School which spills over into the School'. Under powers granted by the EIA 2006, the Head is able to police cyber-bullying or any bullying aspects carried out by pupils even at home.

### **DEFINITION OF CYBER-BULLYING**

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.

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

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, Bebo, YouTube, Snap Chat, ASK FM and Ratemyteacher

### **LEGAL ISSUES**

Cyber-bullying is generally criminal in character. There are laws that apply to cyberspace:

- It is unlawful to disseminate defamatory information in any media including internet sites.
- Section 127 of the Communications 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.

### **POLICY**

St Paul's Catholic College educates its pupils both in the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through Tutor Activities and in ICT lessons and assemblies, continue to inform and educate its pupils in these fast changing areas.

St Paul's Catholic College trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. St Paul's Catholic College endeavours to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the Computer Room, or any other location within the school which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, St Paul's Catholic College audits ICT communications and regularly reviews the security arrangements in place.

Whilst education and guidance remain at the heart of what we do, St Paul's Catholic College reserves the right to take action against those who take part in cyber-bullying.

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- St Paul's Catholic College supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- St Paul's Catholic College will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.
- St Paul's Catholic College will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.
- All members of the School community are aware they have a duty to bring to the attention of the Head any example of cyber-bullying or harassment that they know about or suspect.

## **GUIDANCE FOR STAFF**

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

### **Mobile Phones**

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Inform the appropriate HOY and pass them the information that you have

### **Computers**

- Ask the pupil to get up 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
- Inform the appropriate HOY and pass them the information that you have
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

## **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. This person could be a parent/guardian, or a member of staff at St Paul's Catholic College.

- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/guardian or a member of staff at St Paul's Catholic College (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

## **GUIDANCE FOR PARENTS**

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. St Paul's Catholic College informs parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously St Paul's Catholic College takes incidents of cyber-bullying
- Parents should also explain to their children legal issues relating to cyber-bullying
- 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 the school as soon as possible. A meeting can then be arranged with their HOY.
- If the incident falls in the holidays St Paul's Catholic College reserves the right to take action against bullying perpetrated outside the school which spills over into the school.

## **E-SAFETY AT HOME**

Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site:

[www.cyberstreetwise.com](http://www.cyberstreetwise.com)

## **ICT CODE OF CONDUCT**

This is displayed in prominently in the ICT Room and the Code of Conduct is explained and discussed with pupils in assemblies and ICT classes.

## **NATIONAL BODIES**

Further support and guidance may be obtained from the following:

- [www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyber-bullying](http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyber-bullying)