

## CYBERBULLYING POLICY

### AIMS AND OBJECTIVES

Tonbridge School has a duty to protect students and staff from on-line activities that are harmful and damaging and which can, in some circumstances, constitute a criminal act. Cyberbullying is the use of new and emerging technologies to cause harm or distress to another person. Tonbridge School has a clear framework of policies giving guidance in this area and also ensures that boys and staff are inducted into the School's expectations on arrival. In addition we are committed to providing an effective, age-appropriate and on-going programme of education throughout a boy's time at the School. There is a clear system of sanctions in place for those who fall short of our expectations. This policy, which takes account of guidance given the DfE's 'Cyberbullying: Advice for Headteachers and School staff' and local guidance given by KCC via [www.kelsi.org.uk](http://www.kelsi.org.uk), outlines in greater detail how students, parents and staff can minimise the chances of cyberbullying taking place and outlines appropriate actions if it does. Parents, boys and staff should work together to foster an environment in which cyberbullying is not tolerated and where there is effective detection of and sanction for those involved in cyberbullying.

### REFERENCE TO OTHER SCHOOL POLICIES AND GUIDANCE

The Cyberbullying Policy should be read in conjunction with the policies and documents listed below:

- Anti-Bullying Policy;
- Safeguarding and Child Protection Policy;
- Acceptable Use of Computers Policies;
- Online-Safety Policy;
- The Memoranda, including the Expected Behaviour Code;
- Behaviour, Rewards and Sanctions Policy;
- PSHEE Programme;
- Emerging Technologies and Use of New Media Policy;
- Staff Code of Conduct;

### Key advice to students on how to avoid being a victim or perpetrator of cyberbullying;

- Always respect others – think about what you say online and what images you send/post;
- Remember that anything you publish online can be made public very quickly and you will never be sure who may have seen it. Once something is posted you lose control;
- Treat your password carefully – never share it with anyone and only give your personal information like mobile phone number or email address to trusted friends;
- Learn how to block or report online bullies or anyone behaving badly;
- Don't retaliate or reply to nasty messages;
- Save the evidence – text messages, online conversation, screenshots, pictures etc.;
- If you see cyberbullying going on, then support the victim and report it;
- Avoid using anonymous websites or Apps (such as Sarahah or YikYak);
- Do not use the internet or social media to deliberately isolate or exclude others;
- **Think before you post a message or comment.**

**Key advice for parents on how to deal with cyberbullying;**

- Role model positive online behaviour for your son. It's important that he knows how to act safely and responsibly online and is aware of what content is acceptable and unacceptable to post or share;
- Talk to your son and understand how he is using the internet and his phone;
- Use safety tools and parental controls – if you're not sure how, contact your service provider but please note that these tools are not always 100% effective;
- Remind your son not to retaliate to any cyberbullying;
- Work with the School to resolve any issues that arise;
- Keep any evidence of cyberbullying – emails, online conversations, texts, screenshots of sites/chat messages – try and include time/date etc.;
- Report the cyberbullying:
  - Contact the service provider (e.g. the website, gaming site or mobile phone company) to report the user and if possible to remove the content.
  - Contact the School so they can take action if it involves other boys.
  - If the cyberbullying is serious and a potential criminal offence has been committed then consider contacting the police.

**Key advice to protect staff;**

- Keep all passwords and login details secret;
- Make sure you understand how to secure any websites or social networking services you use;
- Always think carefully before you post and don't post any information (photos, videos, comments) publicly online that you wouldn't want employers, colleagues, boys or parents to see. Just because a profile might be set to "private" it doesn't mean that someone else can't copy or share it without your knowledge;
- Also consider if it could bring you, the School or someone else's reputation into disrepute. Posting something unsafe, inappropriate, obscene or threatening online could lead to criminal, civil and/or disciplinary action;
- Do not add or friend current boys or their parents on any personal social networking accounts. Consider carefully the implications of adding past boys. Discuss any issues with this (for example any pre-existing relationships) with the Second Master.
- Do not use private email addresses or personal social networking profiles to contact boys or parents;
- Ensure that the School's rules and policies regarding the use of technologies by boys and staff are enforced. Make sure you read and understand the Online-Safety Policy and procedures;
- Do not personally retaliate to any incidents which involve yourself or other members of staff;
- Always report to the Second Master any incidents of cyberbullying witnessed (either of yourself, of other staff members or of boys) in a timely manner;
- Make sure you save and keep any evidence of cyberbullying e.g. screenshots. Where possible record times, dates and user names.

**SUPPORTING ORGANISATIONS AND GUIDANCE**

- Childline: <https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/online-bullying/>
- Digizen: [www.digizen.org](http://www.digizen.org)
- Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)