

**GEMS****مدارس أجيال العالمية**
Ajyal International Schools

AJYAL

SUPPORTED BY SAUDI ARAMCO

**Anti-Cyber
Bullying and E-
Safety Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

1. Policy Objectives

This policy defines and describes what cyber bullying is and provides parents, children, and school staff with a guide to children's safety when using the internet. Its purpose is to minimize the risk to students of cyber bullying, providing safe ways to use technology and guidance of what to do if you feel a child is being cyberbullied.

2. Policy Scope

This policy applies to students, families, and school staff.

3. Policy Actors

- AIS School Leaders
- AIS Teachers
- Administrative Staff
- AIS IT Coordinator.

4. Related Policies and Procedures

- Anti-Bullying Policy.
- Acceptable Internet Use and Agreement Policy.

5. Related Forms

- Parents' handbook
- Teacher's handbook

6. Terminologies

Cyberbullying: is bullying that takes place using electronic technology including devices and equipment such as mobile phones, computers, and tablets as well as communication tools such as social media sites, text messages, chats, and websites.

E-safety: includes procedures and guidance's that are taken by the AIS administration to protect and educate students and staff in their use of technology as well as having appropriate mechanisms in place to respond to, and support any incident where appropriate.

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7. Anti-Cyber Bullying and E- Safety Policy

Anti-Cyber Bullying:

AIS has a range of strategies and policies to prevent online bullying including:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Students are taught how to use the Internet safely and responsibly and are given access to guidance and support resources from a variety of sources. Specific education and training on cyber bullying (understanding what behavior constitutes cyberbullying and its impact, how to handle concerns and report incidents) is given as part of an annual Anti-Bullying Week. Written Instructions are also handed to students at the beginning of each school year.
- Students are encouraged to discuss any concerns or worries they have about online bullying and harassment with staff, who have a range of materials available to support students and their families.
- Students are informed on how to report cyber bullying both directly within the platform they are on, and to school.
- Complaints of cyber bullying are dealt with in accordance with our Anti-Bullying Policy.
- Points for Parents to Consider at Home:

It is important to promote phone and Internet Safety in the home, and to monitor Internet use.

Tips to Promote Phone and Internet Safety at Home:

- 1) Discuss the fact that there are websites which are unsuitable with your kid.
- 2) Discuss how children should respond to unsuitable materials or requests.
- 3) Remind children never to give out personal information on the Internet.
- 4) Remind children that people online may not be who they say they are.
- 5) Be vigilant. Ensure that children do not arrange to meet someone they meet online.
- 6) Be aware that children may be using the Internet in places other than in their own home or at school.
- 7) Mobile Phones; be aware of the safety issues related to mobile phones.
- 8) Encourage children to talk about how they use mobile phones.
- 9) Remind children not to give mobile numbers or social networks accounts to strangers and people they do not know very well.



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- 10) Monitor on-line time and be aware of excessive hours spent on the Internet.
- 11) Discuss with the children what they are seeing and using on the Internet.
- 12) Check internet history log. This will tell you what websites your child is frequenting.

- **Points for teachers and/or administrative staff:**

When a bullying incident directed at a student occurs using email or mobile phone technology either inside or outside of school time, you must:

- 1) Advise the student not to respond to the message.
 - 2) Secure and preserve any evidence.
 - 3) Refer to relevant policies including Anti-Bullying Policy and Acceptable Internet Use and Agreement Policy.
 - 4) Report to the Principal who will investigate before applying the appropriate sanctions.
 - 5) Report to school counselor to notify parents of the children involved.
- In response to any Cyber-Bullying incident, AIS's Administration will:
 - 1) Exercise prompt action if a complaint is made.
 - 2) Investigate the claim to make sure that the issue has arisen through AIS Internet use or by contacts inside school. However, help and support will be provided to students and parents in case of an outsider cyber-bullying.
 - 3) Sanctions for irresponsible use and Cyber-Bullying must be linked to the school's Anti-Bullying policy.
 - 4) In more serious situations the Police will be contacted.
 - 5) Any complaint about staff misuse must be referred to the Principal.

E-Safety:

Steps We Take to Protect students at AIS:

- Access to the Internet is provided through a filtered service. All access is provided through the Intune Educational Service which is designed to filter out unsuitable material.
- No filtering service is 100% effective; therefore, all children's use of the Internet is supervised by an adult.

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- Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.
- Websites are previewed by teachers and revisited to ensure that they are suitable for children's curriculum needs and ability levels. Search engines are used selectively. Teachers will choose the search engine and topic and discuss sensible search words which have been tried out beforehand.
- Student use of email is supervised by an adult. While all efforts are made to ensure that messages sent and received are appropriate, it relies on the honesty and integrity of the students themselves to adhere to the Students Code of Conduct for Responsible use of Technology.
- Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.
- On our School Website:
 - Children are only referred to by their first names.
 - Any images of children will not be labelled with their name.
 - No close-up pictures of children will be made available online unless parental consent is given.
 - Children and teachers will not reveal their personal details, home addresses or telephone numbers on the website.

8. Parties and Authorities

Parties	Authorities
School Superintendent	<ul style="list-style-type: none">• Develop Anti- Cyber-Bullying and E-safety Policy.
School Leaders	<ul style="list-style-type: none">• Revise and approve Anti- Cyber-Bullying and E-safety Policy.• Supervise Policy implementation.
School Counselor	<ul style="list-style-type: none">• Implement Anti- Cyber-Bullying and E-safety Policy.

9. Resources

- International best school practice benchmark documents
- AIS Strategy, Vision and Mission

10. Reference

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For more information, please contact the AIS Superintendent.

11. Changes

Date	Responsible Person \ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Gourra/ CEdO	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0