



CYBER SAFETY & ANTI BULLYING POLICY

This policy is part of a series of interrelated policies for the safety and wellbeing of students, parents and staff.

This policy should be read in conjunction with the following policies:

- Sensitive Data Policy
- Data Protection Policy
- Acceptable use Policy

PURPOSE OF POLICY

- Promote safe and responsible use of digital platforms and encourage positive interaction within the digital community.
- Educate students and parents on appropriate online behavior for educational purposes.
- Set expectations for student behavior when using digital technology, in line with school policies and procedures.
- Implement policies and procedures to prevent and address cyberbullying within the school community.

AT DBS, STUDENTS ARE TAUGHT TO:

- Understand how to use technology safely and be aware of the risks and consequences of misuse.
- Know how to respond if they or someone they know is being cyberbullied.
- Report any issues related to cyberbullying and seek support from the school and parents to address the problem.

STATEMENT OF POSITION:

- DBS ensures cyber-safety through core values, including rigorous cyber-safety practices and educational programs.
- The school provides appropriate use agreements for both staff and students, emphasizing responsibilities and obligations for safe use of ICT equipment.
- The goal is to create and maintain a cyber-safe culture aligned with the school's values and legal requirements.

- Students will receive an acceptable use policy, and after signed consent, they can access school ICT devices, with clear consequences for breaches related to cyber-safety and bullying.

CYBER SAFETY

- Cyber safety covers technologies such as the Internet, mobile phones, and wireless devices.
- With advanced and affordable communication technologies, it is important to educate children and young people about the benefits and risks.
- It provides safeguards and awareness to help users manage their online experiences.
- Promotes the appropriate and responsible use of all technologies.

GOOD HABITS:

- Cyber-safety relies on responsible ICT use by both staff and students, supported by education and clear policies.
- Effective implementation of cyber-safety policies in administration and curriculum, including secure network design, is essential.
- Safe and secure broadband usage, along with proper content filtering management, is crucial for cyber-safety.

AT DBS:

- The school takes all reasonable steps to protect students online but acknowledges the risk of exposure to undesirable content.
- Use of approved AI (Flint AI) which can be tracked and monitored.
- Students are regularly reminded to:
 - Turn off the screen if they encounter inappropriate material.
 - Report the issue immediately to a teacher or supervising adult, who will document the details.
 - Refrain from describing or encouraging others to access the site.
- If unsuitable content is encountered on school platforms, both learners and teachers must contact the IT manager immediately.

STEPS WE TAKE TO PROTECT OUR LEARNERS AT DBS

- Filtered Service: Internet access is provided through a filtered service on-site.
- Supervision: All children's internet use is supervised by a teacher, as no filtering service is 100% effective.
- Planned Activities: Internet use is planned and purpose-driven, not for aimless surfing. Children use the internet in response to specific class needs or questions.

- Websites: Teachers preview and revisit websites to ensure they meet curriculum needs and are age appropriate. Britannica search engine is used, and teachers guide students in using safe search terms.
- Internet Safety Rules: Children are taught Internet Safety Rules and encouraged to discuss how to handle encountering inappropriate content.
- Use of AI: Flint AI sends out an alert if certain inappropriate or safety concerns are detected.

DBS School Website:

- Children are only referred to by their first names.
- No images of children will be labeled with names or shown close-up.
- Personal details like addresses or phone numbers are not shared on the website.

STAFF PERSONAL SOCIAL MEDIA RESTRICTIONS

- Parental consent for filming students is strictly for the school's official use on approved social media and publications.
- Teachers are prohibited from sharing videos featuring students' faces on personal social media or with people outside the school.
- Such unauthorized sharing breaches confidentiality and undermines parental trust.
- Teachers may share innovative teaching practices or classroom setups if students' faces are not visible.
- All content involving students must follow the school's guidelines and be used only for official school representation.

SAFETY POINTS FOR STUDENTS TO CONSIDER

- Use only your own login credentials to access school computers, the internet, and other tech equipment.
- Do not view, alter, or delete other people's work/files.
- Do not modify or delete any settings on school devices.
- Ask for permission before accessing any website unless already approved by a teacher.
- Only send emails that have been approved and reviewed by a teacher, ensuring the messages are polite and appropriate.
- Never share your personal information (name, address, phone number) or arrange meetings with anyone via email.
- Do not share others' personal information.
- Do not enter Internet chat rooms while using school computers.
- If you encounter something inappropriate or receive unpleasant messages, turn off the screen and immediately inform a teacher.

CYBER BULLYING

- Cyberbullying involves bullying through communication technology like text messages, emails, or websites.
- Common forms include:
- Sending threatening or abusive text messages or emails, either personally or anonymously.
- Posting insulting comments about someone on websites or social networking sites.
- Sharing derogatory or embarrassing videos of someone via mobile phones or email.
- Cyberbullying, using any form of technology to bully others, will not be tolerated.

INFORMATION FOR PARENTS:

- At DBS, cyberbullying is taken as seriously as other types of bullying and is addressed individually.
- Consequences may include:
 - Verbal warnings.
 - Parental discussions.
 - More serious actions for severe cases.
- Cyberbullying can occur anonymously, 24/7 and is harder to detect as it leaves no physical scars.
- It can be highly intrusive and cause severe emotional harm, especially to young people.
- Young people often use acronyms in communication (e.g., POS, TUL), which can be difficult for adults to understand, increasing the challenge of identifying threats.
- Incidents can be reported to the division principals.

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 internet safety at home:

- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information on the internet.
- Remind children that people online may not be who they say they are.
- Identify online grooming
- Be vigilant. Ensure that children do not arrange to meet someone they meet online.

- Be aware that children may be using the internet in places other than in their own home or at school.
- Be aware of the safety issues regarding mobile phones.
- Encourage children to talk about how they use mobile phones.
- Remind children not to give mobile numbers to strangers and people they do not know very well.
- Talk about responsible use of the internet and technology.
- Monitor the use of VPNs.

Monitor Internet use:

- Keep the computer in a communal area of the home.
- Monitor online time and be aware of excessive hours spent on the internet.
- Take an interest in what children are doing.
- Discuss with the children what they see and use on the internet.
- Advise children to take care and to use the Internet in a sensible and responsible manner.
- Check internet history log. This will tell you what websites your child is frequenting.

FILTERING FOR THE HOME COMPUTER:

- Parents may wish to invest in security software for their children's computers.
- Some of this software works by monitoring all Internet activity for trigger words.
- There are many types of security software available, the following are only a few.

Examples include:

- Net Nanny
- Cyber Patrol
- Surfwatch

INFORMATION FOR STUDENTS:

If you are being bullied:

- Remember, bullying is never your fault. It can be stopped, and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent.
- Try to keep calm; if you are frightened, try to show it as little as possible.
- Don't "get angry, it will only make the person bullying you more likely to continue.

ON THE INTERNET:

- Don't share personal details online such as your address, school, or email, as it can help someone harm you.
- Save evidence of bullying, including emails, text messages, or images, to show to parents, teachers, or authorities.
- Note the time, date, and details about the sender of any bullying messages or images.
- Seek online advice on how to handle cyberbullying, such as from resources like www.kidscape.org and www.wiredsafety.org.

HANDLING CYBER-SAFETY COMPLAINTS:

- Prompt action is required if a complaint is made regarding cyberbullying or internet misuse.
- The facts of the case will need to be established, including whether the issue occurred outside of school or through home internet use.
- Transgressions by students will be handled according to the school's behavior policy.
- In serious situations, the police must be contacted.
- Complaints about internet misuse will be dealt with by senior staff.
- Complaints about staff misuse should be referred to by the Principal.
- Complaints about a child protection nature will be handled according to the school's child protection procedures.

DOCUMENT CONTROL

COMPLIANCE	
<i>Compliant with</i>	Local legislation, CIS and NEASC

AUDIENCE	
<i>Internal</i>	All staff in Dasman Bilingual School

VERSION CONTROL	
<i>Author</i>	Samar Dizmen, Waseem Bacus & Fay Khan
<i>Implementation</i>	Annually-August to June
<i>Last Reviewed</i>	1 st June 2026
<i>Review date</i>	1 st June Annually