



## Policy and Procedure for Cyber Bullying

### **Cyber bullying Policy**

#### **Principles**

The Internet is an essential element in 21st century life for education, business and social interaction. This after school service wishes to provide children with quality internet access as part of their learning experience. In line with our other policies that protect children from other dangers, we will provide the children with as safe an Internet environment as possible and will teach them to be aware of and respond responsibly to the risk.

#### **Statement of Intent**

We take every precaution to prevent bullying inclusive of Cyber bullying from occurring in any of our facilities. Due to the small use of tablets, the children are limited to what they can watch as various websites such as YouTube are all blocked for safety reasons. If a child does bring in electronic equipment such as a mobile phone or tablet, it is removed from the child to prevent them from using it whilst in our services/centre.

If an incident of cyber bullying does occur and is made aware to staff and management, the correct procedure and protocol will be carried out to resolve the issue.

#### **What is Cyber bullying?**

Cyber bullying is when kids use online technology to hurt other kids. In other words, they use the Internet to harass and embarrass people. It's done on purpose and is usually ongoing.

Today, kids use social media, texting and email to talk to their friends. This means cyber bullying can happen easily. Cruel messages or unflattering photos can be sent to everyone in the school with just one click. And kids can keep sending mean messages from home, on the weekends or even during holidays.



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Sometimes, cyber bullying is a single child sending a cruel text. But it can also be a group of kids posting hurtful things about someone to other kids. And then those kids forward the messages to even more people.

- Sending mean emails, texts or instant messages.
- Sending neutral messages to someone to the point of harassment.
- Posting hurtful things about someone on social media.
- Spreading rumors or gossip about someone online.
- Making fun of someone in an online chat that includes multiple people.
- Attacking or killing an avatar or character in an online game, constantly and on purpose.
- Pretending to be another person by creating a fake online profile.
- Threatening or intimidating someone online or in a text message.
- Taking an embarrassing photo or video and sharing it without permission.

It's important to know that not all online conflicts between kids are cyber bullying. But there's a way to determine if a behavior falls under cyber bullying. If a kid is sending hurtful messages on purpose and on a regular basis, then it's cyber bullying.

### **Policy and Procedure**

In line with our other policies that protect children from other dangers, we will provide the children with as safe an Internet environment as possible and will teach them to be aware of and respond responsibly to the risks.

Our policy is based on limiting access to inappropriate sites, developing responsibility and guiding children towards suitable activities.

Our service will take all reasonable precautions to ensure that the children access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on the service's computer.

The service cannot accept liability for the material accessed, or any consequences of Internet access.



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### INTERNET SUPERVISION

- The computer/ tablets will always be located in a busy part of the service where the screen can always be seen.
- Children will be informed of what Internet use is acceptable and what is not and given clear objectives for good Internet use.
- The service will keep a record of all children who are granted Internet access.
- Parents will be asked to sign and return a consent form. Levels of access and supervision will vary according to a child's age and experience.
- Children under the age of 5 years will be accompanied by an adult when accessing the Internet Regular checks will be made on records of accessed sites in the browser log and history folders.
- All incoming and outgoing e-mail will be checked after each use.
- The duration of Internet use by each child will be (15 minutes – 30 minutes) and will be monitored.
- Children in the service will be made aware of the fact that all sites visited by them will be logged.

### FILTERING SYSTEMS

The service will work in partnership with parents and the Internet Service Provider to ensure systems to protect children are reviewed and improved.

The service will employ a variety of the following technical strategies to restrict access to inappropriate material: Blocking Strategies – prevent access to a list of unsuitable sites.

A Walled-Garden or Allow List provides access only to a list of approved sites.

**Dynamic Filtering-** examines the content of Web pages or e-mail for unsuitable words.

**Rating systems** – give each web page a rating for suitability.

**Monitoring** – records Internet sites visited by individual user.

Access to a site forbidden by the filtering policy will result in a report.



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### **CHAT ROOMS**

The service will not allow access to any chat rooms, regardless of educational benefits.

### **E-MAIL**

Only the service e-mail address can be used, under supervision, no individual e-mail addresses are allowed. Incoming and outgoing e-mails will be monitored after each individual use.

Children attending the service must not reveal details of themselves or others in any e-mail communication, such as addresses or telephone numbers, or to arrange to meet anyone.

Children will be informed that they must not open an e-mail from people that they do not know.

### **PARTNERSHIP WITH PARENTS**

A partnership approach with parents will be encouraged.

Partnership may enable parents to plan appropriate, supervised use of the Internet at home. All staff and parents will be provided with the service's Internet Safety Policy, and its importance explained.

### **COMPLAINTS**

Complaints of a child protection nature will be dealt with in accordance with the service's child protection.



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