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Anti-Cyber-Bullying Policy
Lavally N.S.

Lavally N.S aims to ensure that children are safe and feel safe from bullying, harassment and discrimination.   This school is committed to teaching children the knowledge and skills to be able to use ICT effectively, safely and responsibly.

Understanding Cyber-Bullying:-

- Cyber bullying is the use of ICT to abuse another person.
- It can take place anywhere and involve many people.
- Anybody can be targeted including pupils and school staff.
- It can include threats, intimidation, harassment, cyber-stalking, vilification, private information or images etc.
- While bullying involves a repetition of unwelcome behaviour the Anti-Bullying Procedures for Primary and Post Primary Schools, September 2013, states:

2.1.3. In addition, in the context of these procedures placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

What is Cyber-Bullying?

There are many types of cyber-bullying. The more common types are:-

1. *Text messages* – can be threatening or cause discomfort. Also included here is "Bluejacking" (the sending of anonymous text messages over short distances using Bluetooth wireless technology).
2. *Picture/Video*-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
3. *Mobile phone calls* – silent calls, abusive messages or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
4. *E*-mails – threatening or bullying emails, often sent using a pseudonym or somebody else's name.

5. ***Chat room bullying*** – menacing or upsetting responses to children or young people when they are in a web-based chat room.
6. ***Instant messaging (IM)*** – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger), Yahoo Chat or similar tools.
7. Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal "own web space" sites such as You Tube, Facebook, Ask.fm, Bebo (which works by signing on in one's school, therefore making it easy to find a victim) a Myspace – although there are others.

Explanation of slang terms used when referring to cyber-bullying activity:

1. ***"Flaming":*** Online fights using electronic messages with angry and vulgar language.
2. ***"Harassment":*** Repeatedly sending offensive, rude and insulting messages.
3. ***"Cyber Stalking":*** Repeatedly sending messages that include threats of harm or are highly intimidating or engaging in other on-line activities that make a person afraid for his or her own safety.
4. ***"Denigration":*** "Dissing" someone online. Sending or posting cruel gossip or rumours about a person to damage his or her reputation or friendships.
5. **"Impersonation":** Pretending to be someone else and sending or posting material online that makes someone look bad, get her/him in trouble or danger, or damages her/his reputation or friendships.
6. **"Outing and Trickery":** Tricking someone into revealing secret or embarrassing information which is then shared online.
7. ***"Exclusion":*** Intentionally excluding someone from an on-line group, like a "buddy list".
This list is not exhaustive and the terms used continue to change.

Aims of Policy:

- To ensure that pupils, staff and parents understanding what cyber bullying is and how it can be combated.
- To ensure that practices and procedures are agreed to prevent incidents of cyber-bullying.
- To ensure that reported incidents of cyber bullying are dealt with effectively and quickly.

Procedures to prevent Cyber Bullying:

- Staff, pupils, parents and Board of Management (BOM) will be made aware of issues surrounding cyber bullying through the use of appropriate awareness raising exercises.
- Pupils will learn about cyber bullying through Social, Personal and Health Education (SPHE), assemblies, friendship week activities and other curriculum projects.
- The school will engage a speaker to facilitate a workshop on cyber bullying for 5th and 6th classes.
- Classes 1st to 6th will participate in the "Bullying in a Cyber World" programme.
- Staff CPD (Continuous Professional Development) will assist in learning about current technologies.
- Parents will be encouraged to inform themselves with information and advice on how to combat cyber bullying.
- Pupils will sign and Acceptable Use of ICT contract.
- Pupils and parents will be urged to report all incidents of cyber bullying to the school.
- All reports of cyber bullying will be investigated, recorded, stored in the Principal's office and monitored regularly.
- Procedures in our school Anti-bullying Policy shall apply.

- The Gardaí will be contacted in cases of actual or suspected illegal content.
- This policy will be reviewed annually. Pupils, parents and staff will be involved in reviewing and revising this policy and any related school procedure.

Information for Pupils:

If you are being bullied by phone or on the Internet:

- 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 or call an advice line.
- 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.
- Don't give our your personal details online – if you are in a chat room, do not say where you live, the school you go to, your e-mail address etc. All these things can help someone who wants to harm you to build up a picture about you.
- Keep and save any bullying e-mails, text messages or images. Then you can show them to a parent or teacher as evidence.
- If you can, make a note of the time and date bullying messages or images were sent and note any details about the sender.
- There is plenty of online advice on how to react to cyber bullying. For example, ie.reachout.com and www.wiredsafety.org have some use tips.

Text/video messaging:

- You can easily stop receiving text messages for a while by turning-off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed your phone number.
- If the bullying persists, you can change your phone number. Ask your mobile service provider about this.
- Don't reply to abusive or worrying text or video messages.
- Your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.
- Don't delete messages from cyber bullies. You don't have to read them, but you should keep them as evidence.

Useful Websites:

www.spunout.ie
www.childnet.int.org
www.kidsmart.org.uk/beingsmart
www.antibullying.net
www.bbc.co.uk./schools/bullying
http://ie.reachout.com
www.childline.ie/index.php/support/bullying/1395
www.abc.tcd.ie
www.chatdanger.com
www.sticksandstones.ie
www.kidpower.org

Review:
This policy was reviewed by the Board of Management of Lavally N.S. on _____

Signed_____

      (Chairperson BOM)

Date_____

Cyber Bullies like:

Careless or no privacy/security settings   Why? _____   So _____

Your pictures (including of you)   Why? _____   So _____

Your private information   Why? _____   So _____

Your personal information   Why? _____   So _____

Knowing your password(s)   Why? _____   So _____

Knowing worries you have   Why? _____   So _____

Knowing what upsets you   Why? _____   So _____

Using these to embarrass you   Why? _____   So _____

Sharing these with THEIR friends......

Who are not your friends and ....

Who may share them with their friends ....

Who do not even know you are ....

Who may share them with their friends.......   Why? _____   So _____

1. ***Be careful, be respectful, the internet is forever:***
   (a) Always protect your Name, Identity and Reputation.
   (b) Always be respectful to others when posting material online.
   (c) The Internet is a useful invention but it can be abused if people use it to bully others (cyberbullying).
   (d) Cyberbullying can be stopped.
2. ***Do not respond to cyberbullying but keep the evidence:***
   (a) Never reply to online bullying or harassment.
   (b) Put yourself in control. Keep the evidence in case you need it. Then.....
3. ***Avoid cyberbullying on a social networking site, e.g. Facebook: when you first sign up to Facebook protect yourself as follows:-***
   (a) Skip any options offered ("Add Friends", "Find Friends", "Profile Information" and "Profile Picture"). Set your privacy settings first.
   (b) Click "Account" then "Privacy Settings" and then "Customise Settings".
   (c) Set all the "Things I Share" to "Friends Only" and disable "Friends Can Check Me Into Places".
   (d) Set the "Things Others Share" to "Friends Only" and disable "Friends Can Check Me Into Places".
   (e) For each item of "Contact Information" select "Customise and then select "Only Me".
   (f) Go back to "Privacy", go into "Applications and Websites", go to "Edit your Settings" and set your "Game and Application Activity" to "Friends Only", then untick all the boxes for "Information accessible through your friends" and the "Install Personalisation" and "Public Search" sections.
   (g) Go back to "Privacy", go into "Block Lists", click on "Edit your Lists", and you can block any person from contacting you or seeing your information.
   (h) Now you are in a position to add any friends and information you wish, but do this carefully. Your current friends may not always be your friends. Do not share personal information (especially photographs) except with your most trusted friends.

If you are having a problem with unwelcome or bullying comments or other material deal with it as follows:
   (a) Click on the "Report/Block User" link below information posted on the site eg. a picture. You could ask a friend or trusted adult to do so too.
   (b) You will be switched to a forum where you can block the user. Once there, write a detailed report explaining what is wrong/harmful about the material eg. it is being used to bully you – only then can the material be removed.
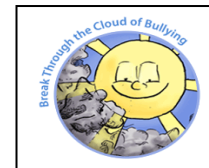
Other social networking sites should also have privacy and safety settings. Social networking sites that do not have them should be avoided.

4. ***Email:***
   Do not respond to unwelcome or bullying emails. Save and print them as evidence and if the bullying continues you can take them to the Gardaí (Police).
5. ***Webcam***
   If you have a webcam keep it covered when not in use.

Useful tips to help prevent cyberbullying by mobile (cell) pho

- Always use a password to open your phone for use and tell nobody the password except your parents or guardians.
- Keep your phone number secret from anyone who cannot be totally trusted.
- Never pass someone's phone number on to a third party.
- Do not send pictures of yourself or others or personal messages by phone to anyone who cannot be totally trusted not to pass them on to someone else, someone who may be friendly with them but not with you.

If someone gets your phone number and starts making unwelcome calls or sending unwelcome messages or pictures to you, no matter how annoyed or upset you are do not reply, ***do not delete the pictures or messages and do not remove a record of the calls from your phone's log. Instead, tell a parent, a teacher or other adult you trust. Then do the following:***

To block a texter from sending you unwanted text messages or pictures:

O2:	Text "BLOCK IT START" (in capital letters) to 50216 and follow the instructions you are given to block the number).
Meteor:	Call Meteor on 1747 (pay as you go) or 1905 (bill pay) and give the number you want blocked. The company will then block the number.
Vodafone:	Contact the Gardaí (Police) and they will contact ***Vodafone***, which will then block the number.
3	Contact the Gardaí (Police) and they will contact ***3***, which will then block the number.

For ***Nokia*** phones, a free application called ***"Safety Net"*** can be downloaded either directly or from a computer, and this can be used to block texts regardless of the service provider so ***Vodafone*** and ***3*** users can use this if they have a Nokia phone. For ***Samsung*** phones, go to ***menu/messages/settings/text messages/block number*** and enter the number/contact to be blocked or select ***"block number"*** from inbox options. You can block up to 10 numbers. Other phone suppliers may have similar systems. Chick their user manuals or websites for further information.

To block a phone number that is used to send you unwanted phone calls, whether anonymous or not:
   (a) Keep a record of the times and dates of the calls (do not delete them from your phone's "call log") whether you recognise the phone number or not.
   (b) If your phone is off or on silent and any audio message is left do not delete this message either.
   (c) Contact the Gardaí (Police) and give them the details of times and dates of calls and any audio messages left.
   (d) They can then contact the service provider and have the number blocked as well as, if necessary, dealing with the sender.