

INTERNATIONAL ACADEMIC SCHOOL



المدرسة الأكاديمية الدولية

CYBER-BULLYING POLICY AND PROCEDURES

APPROVED BY: PRINCIPAL	DEPARTMENT: ACADEMIC	REVIEW ANNUALLY	PUBLICATION DATE: AUGUST 2026
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Rationale:

International Academic School recognizes that excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. We also recognize that technology plays an important and positive role in everyone's lives, both educationally and socially. It is committed to helping all members of the school community understand the benefits and risks and equip children with the knowledge and skills to use technology safely and responsibly.

Cyber bullying, like all other forms of bullying, should be taken very seriously. It is never acceptable.

The policies, procedures and information within this document apply to all wireless mobile devices used at IAS, including any other device considered by the Leadership Team to come under this policy.

Aims:

The aims of this policy are to ensure that:

- we safeguard the pupils in the real and virtual world
- students, staff, and parents are educated to understand what cyberbullying is and what its consequences can be
- knowledge, policies, and procedures are in place to prevent incidents of cyberbullying in school or within the school community
- we have effective measures to deal effectively with cases of cyberbullying
- we monitor the effectiveness of prevention measures

Definition of Cyberbullying:

Cyberbullying involves information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group intended to harm others.

Cyberbullying can involve Social Networking Sites, emails and mobile phones used for SMS messages and as cameras. In addition;

- It can be used to carry out all the different types of bullying, an extension of face-to-face bullying
 - It can also go further in that it can invade home/personal space and can involve a greater number of people
 - It can take place across age groups and school staff and other adults can be targeted
 - It includes threats and intimidation; harassment or 'cyberstalking'; vilification; exclusion or peer rejection;
 - Impersonation; and manipulation
 - It includes cyber stalking, e.g., repeatedly sending unwanted texts, defamation
 - It includes the circulation of private information or images
- It can be an illegal act as in the UAE it is unlawful to disseminate defamatory information in any media including internet sites

Policy Procedure

IAS educates students both in the proper use of technology and about the serious consequences of cyber-bullying and will, through curriculum links, computing lessons and assemblies, continue to inform and educate its students in these fast-changing areas.

All students and teachers must sign the Acceptable Use of Technology Agreement.

All members of the school community are aware they have a duty to bring to the attention of the Principal any example of cyber-bullying or harassment or misuse of technology that they know about or suspect.

Leaders know how to respond effectively to reports of cyber-bullying or harassment and as a school there are systems in place to respond to it.

IAS endeavors to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems.

While education and guidance remain at the heart of what we do, IAS will act against those who take part in cyber-bullying in line with the guidelines in the Anti-Bullying policy. In addition, IAS will confiscate devices where necessary to prevent students from misusing equipment.

If an incident takes place in the evening or at the weekend, IAS reserves the right to act against bullying perpetrated outside the school which spills over into the school.

Students are encouraged to report any suspicions of cyberbullying and have access to the school counsellor. Support is offered to victims of cyberbullying including emotional support and reassurance.

Sanctions are issued in line with our Anti-Bullying policy.

Roles and Responsibilities:

Staff

All staff have a responsibility to prevent misuse of equipment and cyberbullying. Staff may ask to look at content on a student's personal device, but it is good practice to do so with 2

Mobile Phones

- Ask the student to show you the mobile phone
- Clearly note everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times, and names
- Tell the student to save the message/image
- Inform a member of the Senior Leadership team and pass them the information that you have

Computers/Laptops/iPad

- Ask the students to get up on screen the material in question.
- Ask the students to save the material.

If possible, Print off the offending material straight away.

- If possible and with the student's agreement a screen capture image may be able to be sent to the staff's school email account
- Inform a Senior Leadership team member and pass them your information.

Normal anti-bullying procedures to interview students and to make statements will then be followed particularly if a child protection issue is presented.

Students:

- Should follow the school's code of conduct/behavior policy, when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. What is inappropriate in the classroom is inappropriate online.
- Must speak to an adult as soon as possible if they believe someone is a victim on cyberbullying.
- Should not answer abusive messages but save them and report them
- Should not delete anything until it has been shown to parents or a member of staff at DBSJP (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber- bullying)
- Should not give out personal IT details
- Should never reply to abusive e-mails or messages in chat rooms or other social media
- Should never reply to someone you do not know

Parents

- It is vital that parents and the schoolwork together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyberbullying.
- Parents can help by making sure their child understands the school's policy and,

above all, how seriously IAS takes incidents of cyber-bullying

- Parents should also explain to their children legal issues relating to cyberbullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be, by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact the school as soon as possible. A meeting can then be arranged with a member of the Senior Leadership Team

Applicable to:

All school staff

Related Documents

Acceptable Use Policy

Acceptable Use Agreement

Anti-bullying Policy

Safeguarding and Child Protection Policy

