



مدرسة عجمان الحديثة
Ajman Modern School

Policies & Procedures

2020 / 2021

***Revised Cyber Bullying Policy (2019-2020)**
Ajman Modern School

Policy Details

Policy	Anti-Bullying & Cyber Bullying Policy
Function	Physical & Online Safety & Security of All Students
Status	Recommended
Audience	Students
Implementation	School Counselor
Issued for	Students & Staff
Reference No	AMS/SP/ABP-2019/002
Last Review	7 th October 2019
Next Review	April 2020
Responsible SLT	School Principal

<p>Vision, Mission and Core Values</p> <p>Our Vision</p> <p>To be a Model International School that enhances the skills of every student to its greatest potential preparing them to become an active member of the international society. Our Mission</p> <p>To empower students by promoting intellectual curiosity, independent and critical thinking, communication and problem solving skills, a lifelong passion for learning, and an exposure to and a respect for cultural diversity</p> <p>Core Values</p> <p>Achievement Collaboration Integrity Respect Responsibility</p>

Introduction

The spirit of Ajman Modern School strives to reinforce the principles of thought and consideration of others; tolerance; equality of opportunity; and the recognition and acceptance of others. Bullying Issues form a key part of the school’s wellbeing, which are underpinned by the American Curriculum and the UAE Moral Education Program.

Related Polices That Are Required Of Schools

-  Online Safety & Security

Purpose of Policy

The purpose of this policy is to ensure that all students and staff enjoy a safe working environment free from bullying. This policy serves the entire school.

Aims and Objectives

- To ensure that AMS students are provided with a safe and secure learning environment and all students are aware of psychological damage that bullying can inflict on others
- To ensure that staff raise awareness amongst AMS students
- To support students who are being bullied and to help them feel safe again, to rebuild their confidence and self esteem

Definitions: Bullying

Bullying is referred as “Undesirable Negative Behavior” in MOE Behavioral policy, whereas, in ADEC is referred as “bullying”. Ministry of Education ensures the importance of creating safe learning environment for students to flourish mentally, emotionally and academically, insists on the importance of scaffolding the positive desirable behaviors and enhances the goodness on oneself of individual by establishing some methods and strategies to reduce the negative behavioral acts.

Cyberbullying

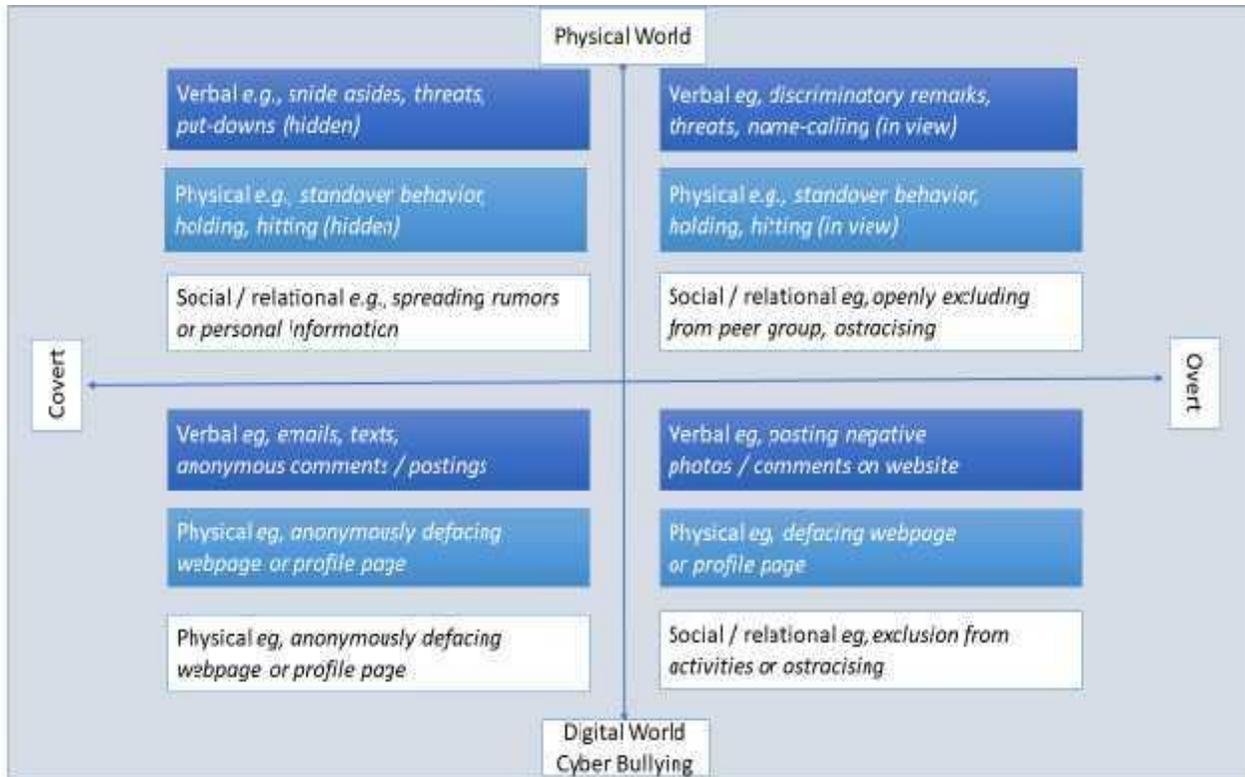
It is bullying that takes place in form of inappropriate comments sent through SMS, Text, Email and apps, or online in social media such as Facebook, Instagram, Twitter, forums, or gaming where people can view, participate in, or share content over digital devices like cell phones, computers, and tablets. It includes sending, posting, or sharing negative, harmful, false, or mean content about someone else.

Examples of this include but are not limited to:

- 👤 Bullying by text, messages or calls on mobile devices
- 👤 The use of cameras to cause distress, fear or humiliation
- 👤 Making threatening, abusive, defamatory or humiliating remarks online 📱
- 👤 Posting threatening, abusive, defamatory or humiliating material online
- 👤 Hijacking/cloning e-mail or any social media accounts

The particular forms of cyberbullying can include any of the following:

- 🚩 Harassment or cyberstalking
- 🚩 Defamation or vilification & Manipulation
- 🚩 Impersonation & Peer rejection
- 🚩



Unauthorized publication of private images

Cyber bullying is generally criminal in nature, and it should be noted that the UAE Penal Code (Federal Law No. 3 of 1987, Article 138) prohibits publishing *‘through any means of publicity news, pictures or comments pertaining to the secrets of people’s private or familial lives even if the same is true’*. According to cybercrime laws in UAE, a suspect who blackmails or threatens [commits any form of bullying or intimidation] to dishonour or shame a victim using the telecommunication system [social media tools or internet] could face jail or fines.

Cyberbullying leaves no physical scars so it is less evident to a parent or teacher, but it is nevertheless highly intrusive and the hurt it causes can be very severe.

The AMS School has clear expectations to use of information and communication technology and will tackle incidents of cyberbullying in order to prevent them from escalating and causing serious damage to an individual, the school community and the school's reputation. While following, MOE instructions, Ajman Modern School takes a zero tolerance approach to all forms of bullying. Any student(s) who bully another student will be dealt with and be made to apologize for their actions. Bullying, harassment, victimization and discrimination will not be tolerated. We treat all our students and their parents fairly and with consideration and we expect them to respect the staff, the school and each other, in return. All forms of bullying are unacceptable at our school and any instances will be recorded and, where appropriate, will result in disciplinary action. Ajman Modern School has certain guidelines to stop cyber bullying attached in appendix -1.

Identifying Bullying

AMS School works to identify bullying behavior at the early stages and towards behavior modification before the problem becomes more serious. Advice and counselling is available for all students, to support making the right choices and not succumbing to peer pressure.

The following signs and symptoms may be indicators of bullying:

- 👤 Anxious & unwilling to attend class, Reluctance and/or refusal to say what is troubling
- 👤 Deterioration in educational performance, loss of concentration and loss of enthusiasm
- 👤 Pattern of physical illnesses e.g. headaches, stomach aches
- 👤 Unexplained changes either in mood or behavior which may be particularly noticeable before returning to school after weekends or especially after longer school holidays
- 👤 Visible signs of anxiety or distress e.g. stammering, withdrawing, nightmares, difficulty in sleeping, crying, not eating, vomiting, bedwetting
- 👤 Spontaneous out-of-character comments about either students or teachers.
- 👤 Possessions missing or damaged; Unexplained bruising or cuts or damaged clothing

Roles and Responsibilities Principal

The principal is responsible for ensuring the full implementation of this policy. The main tasks of the principal are to:

- 👉 Lead the implementation of the anti-bullying policy and procedures at the school.
- 👉 Ensure all staff members are aware of this policy and the expectations it sets for them.
- 👉 Inform parents and students of the anti-bullying policy and the procedures in place. 👉

Monitor and review the school's anti-bullying policy and data annually together with the counsellor and the school governing board **Counsellor**

The main tasks of the counsellor are to:

- 👉 Ensure that all staff are trained and knowledgeable of the school policy and procedures, and provided with support as needed
- 👉 Deal with any bullying reports
- 👉 Discuss with the victims of bullying and the bullies and come up with a plan how to stop such behavior & contact the parents of bully/bullies and the parents of victims 👉 Ensure that accurate records are maintained on all cases of bullying, and that these are kept in a secure place and marked "strictly confidential"
- 👉 Monitor and review the school's cyberbullying policy and data annually together with the principal and the school governing board.

Practices & Procedures Procedures

- 👉 Treat all reports seriously and sympathetically.
- 👉 Act straight away, inform other staff, ensure the incident is documented.
- 👉 Remain totally objective and helpful. Take reports from both parties. 👉 If the incident is minor and can be handled on the spot, do so, discussing the implications with all parties.
- 👉 Cyber bullying: where incidents of cyber bullying are reported the school will intervene and investigate and deal with the alleged incident.
- 👉 If a serious incident occurs the school counsellor will be told of the incident and will talk to those involved. Counselor will inform your line manager. Parents will be contacted. 👉 Disciplinary action, in line with the school's range of sanctions, will be taken where appropriate. Such action may include letters, meetings with parents, internal suspension

or the child leaving the school in the following academic year. Alternatively, parents may be asked to remove their child from the school.

Cyberbullying - Preventative Measures

For the prevention of cyber-bullying, in addition to the measures described above, [Ajman Modern School]:

- ✚ Expects all students to adhere to its [policy for the safe use of the internet/ E-Safety Policy]. Certain sites are blocked by our filtering system and our IT Department monitors students' use;
- ✚ May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- ✚ Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;
- ✚ Does not allow the recording & commenting obnoxious language in any e-learning platform, or where they may cause annoyance to others

Investigation

The nature of any investigation will depend on the circumstances. It may include:

- ✚ A review of evidence and advice to preserve it, for example by saving or printing (e.g. phone messages, texts, emails, website pages).
- ✚ Efforts to identify the perpetrator (looking at the media, systems and sites used) ✚ Speaking to witnesses who may have useful information.
- ✚ Requesting a student to reveal a message or other phone content or confiscating a phone (Staff do not have the authority to search the contents of a phone).

If a member of staff suspects or is told about a cyber-bullying incident, they are expected to follow the protocol outlined below:

- ✚ Ask the student to show them the mobile phone or any other device
- ✚ Note clearly 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 material in question and send it to the counsellor

- 👤 Set an urgent meeting with the student to see the counsellor
- 👤 Normal procedures to interview students and to take statements will be followed particularly if a child protection issue is presented.

Working with the perpetrator

Work with the perpetrator and determine sanctions on an individual basis, in accordance with the cyberbullying policy, with the intention of:

- 👤 Helping the person harmed to feel safe again and be assured that the bullying will stop
- 👤 Holding the perpetrator to account, so they recognize the harm caused and do not repeat the behavior
- 👤 Helping bullies to recognize the consequences of their actions and facilitating change in their attitude and behavior
- 👤 Demonstrating that cyber bullying is unacceptable and that the school has effective ways of dealing with it.

Ajman Modern School will have school wide program during COVID-19, regarding cyberbullying to inform and educate students about the issues related to bullying and to give them strategies to deal with situations they might encounter. School will work to identify opportunities in the curriculum where bullying and other forms of anti-social behavior can be discussed.

Reporting

As a school we encourage victims and witnesses to speak up. Staff will be alert to changes in behavior, attitude and wellbeing. All incidents will be treated seriously, however trivial they might seem at first. Every individual in school has the duty to report an incident of bullying whether it happens to themselves or to another person.

Communication

The school communicates with parents on any incidents and investigations. We work in partnership with parents and students to prevent any bullying and to deal with any incidents of bullying.

Disciplinary Structures to Deal with Incidents of Bullying

In line with the Ministry of Education procedures and the AMS Behavior procedure for disciplining students, the Bullying cases are considered to be High level violations. Accordingly the school applies the following behavior modification methods.

Sr. No.	Violation Level	Violation Decision
1	1 st Violation	1/2 day internal exclusion Warning Form no1 Parents are notified (written and verbal)
2	2 nd Violation	1 Day exclusion Warning Form no2 Parents are notified (written and verbal) Meeting with parents
3	3 rd Violation	2 day exclusion Warning Form No. 3 Parents are notified (written and verbal) Meeting with parents Re registration reviewed.

Review

This policy will be reviewed at least once a year by the principal and the counsellor.

Appendix – 1

School Guidelines for Cyber Bullying

Guidance for Staff

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones

- Ask the student to show you the mobile phone
- Note clearly 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
- Go with the student and see the Head, or in his absence, a member of the Senior Leadership Team.

Computers

- Ask the student to get up on-screen the material in question
- Ask the student to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Accompany the student, taking the offending material, to see the Head
- Normal procedures to interview students and to take statements will then be followed particularly if a child protection issue is presented.

Guidance for Students

- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms
- If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible.
- This person could be a parent/guardian, your teacher, Counsellor, SLT members of the school.

- Do not answer abusive messages but log and report them.
- Do not delete anything until it has been shown to your Class Teacher, Counsellor or the Head (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)

Guidance for Parents

It is vital that parents and the school work together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Ajman Modern School informs parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously AMS takes incidents of cyber-bullying
- Parents should also explain to their sons or daughter's 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 Principal/Vice Principal as soon as possible. A meeting can then be arranged, which may involve other relevant members of staff