California America School

Cyber-Protection Policy

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2019
2	Revision of Policy due to COVID 19 pandemic	CAS Administration	March 2020
3	Revision of Policy due to PSRPG by ADEK	CAS Administration	October 2021
4	Review and Update	CAS Administration	August 2023
5	Review and Updated	CAS Administration	October 2024
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Cyber-bullying

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by text or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, and defamatory or humiliating material on websites, to includeblogs, personal websites and social networking sites
- Using emails to
- message others
- Hijacking/cloning e mail accounts
  Making threatening, abusive, defamatory or humiliating remarks in chat rooms

The particular forms of cyberbullying can include any of the
- following:Harassment or cyberstalking
- Defamation or
- vilification
- Impersonation
- Unauthorized publication of
- private imagesManipulation
  Peer rejection

Technology allows the user to bully anonymously or from an unknown location, twenty-four hours a day, seven days a week. 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

Legal issues

Cyber bullying is generally criminal in nature

According to cybercrime laws in UAE, a suspect who blackmails or threatens [commits any form of bullying or intimidation] to disho or shame a victim using the telecommunication system [social media tools or internet] could face up to 10 years in jail and/or a fine ranging between Dh250,000 and Dh500,000.

With constant increases in young people developing mental health issues and in worse case scenarios, taking their own lives there is increasing pressure on governments and service providers to make cyber bullying illegal and identify all perpetrators of abuse

The School's Expectations

Cyberbullying throws up many challenges for schools in a world which is increasingly digital. The school has clear expectations in respect of the use of information and communication technology and will tackle incidents of cyberbullying in order to prevent them escalating and causing serious damage to an individual, the broader school community and the school's reputation. All pupils are expected to adhere to the following expectations.

1. Pupils must not use information and communication technology, both inside and outside school, to engage in any activity that is intended deliberately to upset another person, to bully or defame.
2. Pupils should not participate in activities as 'bystanders' or accessories such as taking part in online polls or discussion groups where individuals are the object of defamation or vilification. Pupils are actively encouraged to communicate all incidences to a staff member.
3. Any pupil engaging in cyberbullying in any of its forms, whether or not the behaviour takes place on the school premises, can expect to be subject to the school's full range of disciplinary sanctions. This may include permanent exclusion from the school.
4. All pupils are expected to collaborate fully in any enquiry the school may need to conduct relating to a pupil's use of ICT both in and out of school, including permission for data disclosure from third parties such as telephone and internet service providers, where there is reasonable belief that cyberbullying has taken place and that this will assist in bringing an end to such activity.

GUIDANCE FOR STAFF

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

Mobile Phones
- [ ] Ask the pupil 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 namesTell the pupil to save the message/image
- [ ] Go with the pupil and see the Principal, or in his/her absence, a member of the Senior Leadership Team, or e-mail the screenshots of evidences during distance educationperiod.

Computers
- [ ] Ask the pupil to get up on-screen the material
- [ ] in questionAsk the pupil 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 pupil, taking the offending material, to see the Head
- [ ] Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

GUIDANCE FOR PUPILS
- If you believe you or someone else is the victim of cyber-bullying, you mustspeak to an adult as soon as possible.
- This person could be a parent/guardian, your teacher, Counsellor, SLTmembers 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 importantevidence which may
- [ ] need to be used later as proof of cyber-bullying) Do not
- [ ] give out personal IT details
- [ ] Never reply to abusive e-mails
- [ ] Never reply to someone you do not knowStay in public areas in chat rooms

GUIDANCE FOR PARENTS

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Ambassador 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 Ambassador School, Dubai takes incidents of cyber-bullying
- Parents should also explain to their sons or daughters 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/Associate Vice Principal as soon as possible. A meeting can then be arranged, which may involve other relevant members of staff.

Monitoring and Review:

This policy has been discussed and agreed by the Ambassador School staff and leadership team for implementation.

Actions to take if online safety issue arise.

- USE your E-learning Platform wisely.
- ACT Responsibly when you are on learning Platform.
- Never share your Account Passwords with friends.
- Don't fall into unnecessary chats or talks on E-learning platform.
- Respond to your teachers in respective manner.
- Do not use inappropriate language.
- Do not post inappropriate contents, think before you act.
- Live lessons should be attended in full discipline with decent dress code and behavior.
- Allow others to talk first and wait for chance. Ask permission before you talk.
- If you find any problem with your E-learning platform or come across cyber bullying talk to your parents or inform your respective teachers or Contact Ms. Shahanaz Aboobacker Mohammed the Data Protection Officer-DPO.
- If any serious issues or Problems arises during e-Learning immediately inform school through help line numbers.

CAS Landline No: +971-2-5861133

Help Line No: +971-50-3057818

Contact Person: Ms. Shahanaz Aboobacker Mohammed (IT ADMIN-Data Protection Officer)