



Cyber Bullying Prevention & Response Policy

Title	Carmichael College Cyber Bullying Prevention & Response Policy
Category	College Operational
Policy Owner	Principal
Approver	Executive Committee
Related Documents	<ul style="list-style-type: none"> • <i>Education (Accreditation of Non-State Schools) Regulations 2017</i> • <i>Australian Education Regulations 2013</i> • <i>Fair Work Act 2009</i> • <i>Work Health and Safety Act 2011 (Qld)</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Anti-Discrimination Act 1991 (Qld)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Disability Discrimination Act 1992 (Cth)</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • Carmichael College Workplace Health and Safety Policy • Carmichael College Anti-Discrimination Policy • Carmichael College Sexual Harassment Policy • Carmichael College Disability Policy • Carmichael College Code of Ethics and Code of Conduct Policy • Carmichael College Privacy Policy • Carmichael College Workplace Harassment Prevention Policy • Carmichael College Audio Visual Media Policy • Carmichael College Social Media Policy – Students • Carmichael College Mobile Phone Policy • Carmichael College Bullying Prevention Information Sheet • Carmichael College Student Incident Report Form
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Revision Record					
Version	Approval Date	Approved By	Effective Date	Review Cycle	Next Review
February 2023	February 2023	Executive	February 2023	Annual	February 2024

1. Purpose and Scope

- 1.1. Cyber Bullying in any form or by any means, is not acceptable.
- 1.2. It is known that people use digital equipment and on-lines platforms to bully others by sending mean, insulting, or threatening messages and information or to spread unfounded rumours. Carmichael College sees this action as bullying behaviour which is referred to as “Cyber Bullying” throughout this policy.
- 1.3. Carmichael College has a duty of care to students and staff to take reasonable steps to ensure digital learning and the use of digital platforms and equipment within the college, and for College purposes, is conducted in a safe and responsible manner. As such on-line safety and how to recognise Cyber Bullying is included in curriculum activities for all students to ensure that safety is provided and to educate students in the appropriate use of all digital equipment.
- 1.4. Staff must also be aware of their use of digital media and platforms and how to respond should a situation be identified or brought to their attention.
- 1.5. Students and staff who are bullied must remember:
 - 1.5.1. Not to be embarrassed or frightened to seek help.
 - 1.5.2. It’s not their fault.
 - 1.5.3. This was not their choice.
 - 1.5.4. They’re not alone.
 - 1.5.5. Most importantly, there is something they can do about it.
- 1.6. This policy applies to all students and staff at Carmichael College.
- 1.7. The policy covers all relationships that may be experienced by students and staff of Carmichael College while using digital equipment or platforms, i.e.:
 - 1.7.1. Student to student.
 - 1.7.2. Student to unrelated Student Families.
 - 1.7.3. Student Families to unrelated Students.
 - 1.7.4. Student to Teacher/ staff.
 - 1.7.5. Teacher/ Staff to student.
 - 1.7.6. Staff to Staff.
 - 1.7.7. Staff to Students Families.
 - 1.7.8. Student Families to Staff.
 - 1.7.9. Any action from/ to other third parties by Students and Staff of Carmichael College that fits the definition of Cyber Bullying.

2. Policy Statement

- 2.1. Carmichael College is an Anti-Bullying school.
- 2.2. Carmichael College encourages the use of technology for educational and communication purposes. However, the misuse of such technology can cause direct or indirect psychological or physical harm to others. Such misuse is viewed as Cyber-Bullying at Carmichael College. It shows a direct lack of respect for others and is not tolerated.
- 2.3. We expect staff, students, and parents to give and receive respect within a secure, supportive, and caring environment.

3. Responsibilities

- 3.1. At Carmichael College we aim to develop a whole school culture which promotes respect for others through teaching and demonstration in all areas of school life. We believe this may help to effectively implement strategies that will prevent bullying/ cyber bullying. We believe each group within the College community has a specific role in preventing and dealing with cyber bullying.

3.1.1. Principal

- Ensure that all incidents of cyberbullying both internal and external to the school are acknowledged and dealt with immediately and will be managed and/or escalated in line with College procedures and Legislation as appropriate.
- Ensure that all policies relating to cyberbullying are reviewed and updated regularly.
- Ensure that all staff know that they need to report any issues concerning cyberbullying.
- Provide training so that staff feel confident to identify students who might be a victim of cyberbullying.
- Ensure that parents are informed, and attention is drawn frequently to the cyberbullying policy.
- Ensure the Cyberbullying Policy is always available on the school website.
- Ensure that the issue of cyberbullying is addressed to the school population on a regular basis.
- Ensure that all staff are aware of their responsibilities by providing clear guidance for staff on the use of technology within school and beyond.
- Ensure all staff are aware of and acknowledge that they have read and understood the Carmichael College Code of Conduct as it relates to use of digital equipment, use of on-line services and cyberbullying.
- Ensure that College staff are aware of requirements under the Privacy Act 1988 (Cth) and manages personal data in line with statutory requirements. Careful consideration to be given when processing personal information so that:
 - The individual's privacy is respected where it needs protection.
 - Access to personal information will only be given to those who need it and are authorised.
 - The requirements of the Privacy Act 1988 (Cth) Act will be applied when processing, collecting, disclosing, retaining, or disposing of information relating to a student or member of staff.

3.1.2. Staff

- Deliver Christian education in the context of curriculum, chapel services, assemblies, and act in a general nurture where the value of the individual is affirmed and the importance of qualities such as compassion, kindness, tolerance, and respect are encouraged.
- Model examples of how to relate to one another with love and acceptance.
- Encourage tolerance, respect and valuing of difference and diversity.
- Provide access to policies and instructions regarding anti-bullying/ cyber bullying.
- Program specific activities in all classes which promote values associated with anti-bullying and the safe use of digital equipment/ platforms.
- Provide definitions of bullying/ cyber bullying - including explanations of the roles of perpetrator and receiver.
- Provide support and guidance to the victims.
- Provide intervention for individuals who perpetrate cyber bullying.
- Be aware of signs of insecurity, discomfort, and suspected incidents of cyber bullying.
- Make efforts to remove possible situations or occasions of possible cyber bullying by proactive management of students in the classroom and when on-line or using digital equipment.
- Effectively supervise students when using digital and on-line services to identify/ deter incidents or opportunity for cyber bullying.
- Act on situations of bullying/ cyber bullying immediately and implement appropriate follow through (including strategies to prevent re-offending).
- Report suspected incidents to the appropriate staff member and Principal.

3.1.3. IT Administrator/ Network Managers

- Ensure adequate safeguards are in place to filter and monitor inappropriate content.

- Ensure that the school uses solutions to filter internet access. The internet filter records access to prohibited sites should be easily obtained by the Principal, Deputy Principals, HOD's or other supervising staff.
- Ensure that visitors to the school are given clear guidance on the use of technology in school.
- Ensure visitors are only allowed a highly restricted guest accounts which will not allow any access to school data.

3.1.4. Students

- Modelling anti-bullying attitudes and behaviour when using digital equipment or on-line platforms.
- Showing respect for all members of the College community.
- Speak out against cyber bullying and report it when they see or suspect that it is occurring to them or fellow students.
- Report to staff if you are experiencing cyber bullying, become aware of others who may be experiencing cyber bullying or perpetrating cyber bullying (cyberbully).
- Support fellow students who are cyber bullied.
- Encourage others to make a stand against/ or stop cyber bullying.
- Do not participate in cyber bullying.
- Do not use mobile phones, cameras, or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program.
- Do not breach the privacy of students, staff, and members of the school community through any unauthorised recording or filming.
- Do not disseminate inappropriate information through digital media or other means.

3.1.5. Parents

- Model anti-bullying attitudes and behaviour in the home and whilst on College premises.
- Support the values of tolerance and respect in the home.
- Do not participate in cyber bullying.
- Encourage children to exercise these values in all contexts including at school.
- Report any instances of identified cyber bullying and encouraging their child to do same.
- Provide support and encourage to their child to seek help if experiencing cyber bullying.
- Be alert to any signs of distress or anxiety, unwillingness to attend school, missing equipment, damaged clothing or bruising, hesitancy to use digital equipment or access on-line portals and contact the School if you are concerned.
- Communicate promptly and effectively with the appropriate staff members.
- Reassure or child/ student who are being bullied, of their value.
- Work in partnership with the school to resolve cyber bullying issues as they are identified.

4. Definitions

4.1. Bullying

- 4.1.1. The unwanted and unwarranted behaviour against a person which takes place over a period of time.
- 4.1.2. The key to bullying is an intention to hurt someone and the power to inflict that hurt - whether through physical, psychological, positional, or social power. It may include the use of electronic media (Cyber Bullying).
- 4.1.3. The bully oppresses the victim using the imbalance of power in such a way that the victim feels powerless to respond in defence.

4.1.4. Bullying can include ongoing:

- annoying, repetitious incidents (e.g., name-calling)
- aggravating, humiliating, distressing, stressful, and more extreme behaviour (e.g., pushing, or other aggressive acts, placing items designed to frighten or disgust in someone's personal belongings)
- behaviour which may cause long-term physical and/or psychological harm (e.g., locking someone in a cupboard, physical assault)

4.2. Cyber Bullying

4.2.1. Bullying using internet service such as email, chat room, discussion group, social media, instant messaging, and on-line gaming platforms mobile devices or through mobile phone/ tablet technologies such as SMS or direct phones calls.

It includes, but is not limited to, actions such as:

- Using technology such as mobile phones to record conversations for the purpose of slandering an individual by altering the context of the conversation and playing it back in a public, private, or semi-private setting or placing the recording on the internet for global access.
- Using any technology such as mobile phones/ tablets to photograph individuals, especially in what are considered private settings such as change rooms, and using the photographic material to slander, vilify, promote in an irresponsible way, or present in such a way as causes embarrassment to the individual. This would include placing the photographic material on a computer which others may view, or on any intranet, or on the internet for global access, or by producing hard copy(s) of the photos without the knowledge of the person concerned, or by distributing photos in any form to any other individual.
- Obtaining physical photos of a person and translating them into electronic form and then placing those images on any computer without the permission of the person concerned, for any use other than identification of students within the school community by College staff.
- Creating or using any website to place information on it which may cause damage or psychological harm to any student or place them in potential danger from another person. For example, placing home and address details of anyone on a website, or placing name(s) on a website with comments about the person(s) named, or placing any identifiable details on a website of another person without that person's express permission.
- Sending an electronic message(s) to a person which is threatening, degrading, or slanderous, or sending the message(s) to others.

4.2.2. Cyberbullying is often linked to discrimination, often based on gender, race, religion, socio-economic background, cultural traits, sexual orientation, gender identity and disabilities. Girls for example, often report a higher incidence of cyberbullying than boys.

4.2.3. Cyberbullying is often regarded as more serious than traditional bullying. It differs significantly from traditional forms of bullying in the following ways:

- Provides for a far more extreme invasion of personal space. Cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- Potential/ probable anonymity on the part of the cyberbully. This can be extremely distressing for the victim.
- Potential for the act to be exposed to an exponentially larger audience through sharing and 'becoming viral'.
- Knowing that the act is recorded on the internet, and probably accessible to the public at large therefore, amplifying the negative effect on the victim.
- Age and size of both parties are irrelevant in cyberbullying cases.

4.2.4. Cyber Bullying may also be referred to as Cyber Stalking and take a form like physical stalking of the victims. This action may result in a referral to Police and possible criminal charges for the perpetrator.

4.3. Cyber Bully

- 4.3.1. Someone who uses a computer system repeatedly or continuously to convey information which causes fear, intimidation, distress, or other harm to another person; or detriment to another person's health, emotional well-being, self-esteem, or reputation and in extreme cases may lead to self-harm and suicide.

4.4. Harassment

- 4.4.1. Any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome, or offensive to a person.

5. Forms of Cyber Bullying

5.1. Impersonation

- 5.1.1. A common form of impersonation involves fake accounts or profiles designed to impersonate the victim. One form of impersonation using the Facebook platform, known as 'fraping,' involves someone gaining unauthorized access to the victim's social media account, impersonating them, and posting inappropriate content as the victim.

5.2. Cyberstalking

- 5.2.1. Cyberstalking is when someone uses technology to repeatedly harass, intimidate and threaten someone. Cyberstalkers may keep tabs on their victims and make attempts to meet them in person. Extreme cases of cyberstalking can also involve adults grooming teenagers to have sexual relationships with them or in some cases for the purpose of human trafficking.

5.3. Flaming

- 5.3.1. Flaming is when people post derogatory comments on someone's web or social media page or via instant messaging such as WhatsApp, emails, or chat rooms. This generally occurs during an online argument, and the communication is usually filled with angry and foul language.

5.4. Outing

- 5.4.1. This type of cyberbullying involves sharing someone's private information to publicly humiliate him or her. Outing can include posting photos, emails, text messages or videos online or forwarding them to other people via instant messaging apps.

5.5. Trickery

- 5.5.1. Like outing, trickery involves revealing private information about another person. When someone engages in this type of cyberbullying, the person befriends someone and gains his or her trust with the specific intention of sharing that person's private information online.

5.6. Harassment

- 5.6.1. Harassment involves the constant sending of malicious, abusive, or threatening messages to an individual or group online. This can be done to the victims publicly on their social media feed or via private / direct messaging.

5.7. Trolling

- 5.7.1. Trolling is the most common of cyberbullying techniques. It is the deliberate act of provoking a response using some type of inflammatory statements — such as using insults or inappropriate language or images online. The goal of a troll is generally to incite someone to anger hoping that the person reacts in an equally inappropriate or embarrassing way.

5.8. Catfishing

- 5.8.1. Catfishing is when someone pretends to be someone they are not and sometimes assumes another person's identity online, sometimes including the identity of the victim. This is often done to post inappropriate content or manipulate and hurt other relationships the victim has online. A catfish uses fake photos, and sometimes a false persona, to find friends or romantic partners on the internet. This can also lead to wanting to meet face-to-face often associated with unwanted outcomes.

5.9. Denigration

- 5.9.1. This occurs when someone posts rumours and gossip about someone online. Cyberbullies use denigration to ruin the victim's relationships and reputation.

5.10. Exclusion

- 5.10.1. Exclusion is creating groups or events and intentionally excluding someone. This can also happen by not tagging someone in a photo or inviting them to a chat group or blocking them from private social media accounts. Exclusion is often carried out in similar fashion, simultaneously, in the real world.

6. Response Procedures

- 6.1. All members of the College community are expected to take responsibility for using technology positively and must report any incidents of Cyber Bullying that may be identified or suspected within our community.

6.2. Guidelines for Staff

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

If the Incident is Mobile Phone Related

- Ask the student to show you the mobile phone.
- Clearly note everything on the screen relating to an inappropriate text message or image including the date, time, and names from where the message has been sent as recorded on the phone.
- Make a transcript of any spoken message, again record date, times, and names.
- Tell the student to save the message/image.
- Inform the Principal, Deputy Principal or Head of Dept immediately and pass them the information that you have.

If the incident is Computer/ Mobile Tablet/ On-line Related

- Ask the student to get up on-screen the material in question.
- Ask the student to save the material.
- Print the offending material if possible and record any information that is shown on screen but not printed.
- Make sure you have ALL pages in the right order and that there are no omissions.
- Inform the Principal, Deputy Principal or Head of Dept immediately and pass them the information that you have.
- Normal procedures to interview student and to take statements will then be followed particularly if a child protection issue is presented.

6.3. Guidelines for Students

The school will deal with cyberbullying and the inappropriate use of technology in the same way as other bullying. Do not think that because it is online or outside of school hours, it is different to other forms of bullying. If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. It is also important that you do the following:

- **Do not answer abusive messages;** but save them (via screenshot) and report them to your teacher or parents as soon as possible.
- Do not delete anything until it has been shown to your parents or a member of College staff. *(Even if it is upsetting, the material is important evidence which may need to be used later as proof of cyberbullying)*
- DO NOT show the offending material to classmates, siblings, or other friends as this may be upsetting to them and you may be subject to action under legislation by doing so.

- **DO NOT give out your own personal details or contact information** without the permission of a parent/guardian.
- Be careful who you allow to become a friend online and think about what information you give them or want them to see.
- Protect your password. Do not share it with anyone else and change it regularly.
- Always log off from or lock your computer when you have finished or if you leave your computer for any reason.
- Always configure the privacy settings on the sites you use to limit unwanted contacts to you via these means.
- NEVER reply to abusive, sexually explicit or e-mails, messages or texts requesting personal information or photos from ANYBODY.
- Never reply to someone you do not know.
- Avoid private areas in chat rooms with people you are not familiar with.

6.4. Guidelines for Parents/ Guardians

- 6.4.1. Parents/ Guardians play an important their role and must take responsibility for monitoring their child's online and mobile phone activity.
- Parents can help by making sure their child understands the school's policy as it pertains to cyber-bullying and the inappropriate use of technology.
 - Parents should also explain to their children the legal issues relating to cyber-bullying.
 - If parents/guardians believe their child is the victim of cyber-bullying, they should save the offending material by saving the offensive text on their computer or on their child's mobile phone and make sure they have all relevant information before deleting anything.
 - Parents/guardians should contact the school as soon as possible.
 - If the incidence is threatening to the child, a report can also be made directly to Police. Please advise the College immediately this action is taken with your suspicions.
 - Parent/guardians should make themselves aware of potential risks and harm that may confront their child, any information that is available to them regarding Cyberbullying and Internet safety as it relates to the child and College policy regarding Cyberbullying and Internet safety.
- 6.4.2. It is important, that for action to be taken following a cyberbullying incident, victims must be able to produce evidence of the cyberbullying activity such as (but not limited to):
- screenshots of text messages.
 - saved images.
 - voice notes.
 - video recording.
 - printed emails.

7. General Tips – Protection Against Cyber Bullying for Staff & Students

7.1. Protect your mobile phone number.

Do what you can to stop anyone sending you nasty or unwanted messages in the first place. If they don't have your mobile number, they can't send you messages. So:

- Only give your phone number to your friends and don't give out someone else's number without asking.
- Don't leave your mobile where someone can see your number.
- Consider using caller ID blocking to hide your phone number when you call someone.

7.2. Think before you send a text message or make a call.

- Ask yourself if you would be happy to receive such a message? If the answer is no, don't send it.

- If someone took a picture of you on their phone without your knowledge and sent it on, you might be upset. So don't do it to someone else.
- Ask if it's OK before you take a photo.
- Don't use language or pictures that may upset or offend people.
- If you use chat services, remember people may not be who they say they are.

7.3. Don't respond if get an unwanted call/SMS/ Friend request.

People who bully get their kicks from knowing they've upset their victim. Don't let them know they've upset you, and you've taken away half their 'fun'. Easier said than done when it's face-to-face, but if it's on your mobile — easy!

If you get an insulting message (or just one you don't want) don't respond, but:

- Keep the message (and time and date it was sent) as evidence.
- Tell your parents, teacher, or another adult.

7.4. Don't know (or want to know) the caller?Don't let them know who you are.

- Don't answer or respond. Unless you are sure you know, and want to know, the caller. Don't give anyone any information about yourself, including your name.
- Similarly, don't leave your name on your own personal voicemail. This confirms to the person doing the bullying that they've called the right number.
- Also, do not return calls for numbers that you do not know even if requested to do so.
- Do not leave personal details (name, contact number) on other voicemails systems unless you know the recipient.
- Use your mobile phone's call blocking facility should an unknown caller persist in attempting to contact you.
- Turn your phone off or log-off.
- Remember that your phone or computer doesn't have to be on all the time. Turn it off sometimes. Give yourself a break from seeing/hearing from the bully.

7.5. Stealing: safety first

- It's best not to show your phone around and let others know you've got one. If you are physically threatened by someone wanting to steal your phone, don't fight to keep it. Your safety is more important than your phone.
- If your phone is stolen, remember that you can block it, which means the thief can't use it. *(For more information on security issues, see www.mindyourmobile.com.)*
- Also, use your phone's sign-in security (passcode, print readers or face ID etc.) and set screen lock to the shortest possible period.

7.6. You can get help. The law is on your side.

People who use mobile phones/ computers to bully do so because they believe their actions will be anonymous and they can't get caught.

They're wrong. It's a criminal offence to use a mobile phone/ computer or on-line service to menace or harass or offend another person and almost all malicious calls and communications can be traced.

7.7. Don't be a Cyber Bully

Using a mobile phone/ computer to gang up on a student by taking videos/pictures of them being hurt or humiliated and sending the pictures to other students or uploading to a website could be a criminal offence. Think before you click. Don't be a cyberbully!

Free professional help is also available. Kids Help Line provides a counselling service that is accessible by all Australians aged 5–18 years. Just call 1800 55 1800.

Your phone company or Internet Service Provider may also be able to help. They may be able to stop certain numbers or users calling you or provide you with a new phone number and access details. See the 'company care numbers' below and ask for their help if you need it.

If you feel physically threatened, contact the police and they may be able to assist.

7.8. Useful numbers:

For general support and assistance - Kids Helpline: 1800 55 1800

For technical assistance - Call the Help Desk of your mobile phone provider or Internet Service Provider.

Useful websites:

Kids Helpline: www.kidshelp.com.au

Cybersmart Kids Online: www.cybersmartkids.com.au

Aust. Mobile Telecommunications Assoc.: www.amta.org.au

8. Enforcement

- 8.1. Carmichael College will take all necessary action in support of Students or Staff who have been subject to proven cyberbullying activities. This may include dismissal, suspension, cancellation of enrolment and/ or referral to Police or other enforcement agencies.
- 8.2. Similarly, reports of cyberbullying proven to be incorrect or malicious will be subject to appropriate disciplinary action.

Appendix 1 - Summary of Key Changes

Version	Key Changes
February 2023	Existing policy transfer to new template.



STUDENT INCIDENT REPORT FORM

Student Incident Report

Name: _____ Date: _____ Form Class: _____

People involved in the incident: _____

Witnesses, if any? _____

Outline of the incident:

What were you thinking at the time? _____

How has this affected you? _____

How has this affected others? _____

Attempted resolution: _____

What actions do you suggest you need to take to fix the problem?: _____

What actions do you suggest others need to take to fix the problem?: _____

Student's signature: _____ Date: _____



BULLYING PREVENTION INFORMATION SHEET

Bullying is **repeated** oppression, psychological or physical, of a less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination. Bullying results in hurt, fear, loss of self-esteem and decreased social effectiveness for the victim.

In any form, bullying is not acceptable behaviour within Carmichael College because it is entirely contrary to the ideals of the school. In accordance with the school's Vision statement, Carmichael College seeks to eradicate bullying by developing in the classroom and publicly in assemblies:

- a) Student respect and concern for others, of all races and creeds.
- b) Student responsibility for their own behaviour.
- c) Critical and effective thinking and problem-solving skills in students
- d) Devotional program incorporating a Resilience program
- e) Life skills related to healthy lifestyles, and
- f) An environment that nurtures and promotes student self-esteem and self-confidence.

Implementation

The following steps are a guide to dealing with reports of bullying.

- a) The staff member who has been approached will act immediately to ensure student safety. It is never acceptable to turn a blind eye to bullying.
- b) A clear account of the incident should be recorded and given to the Principal or delegate.
- c) The Principal or delegate will then work through the school's Bullying Prevention Policy.

Students who have been bullied will be supported by:

- a) offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- b) reassuring the student.
- c) offering continuous support; and
- d) providing encouragement to form and maintain friendships with non-bullying students.

Students who have bullied will be helped by:

- a) discussing what happened.
- b) discovering why the student became involved.
- c) establishing the wrong-doing and the need to change; and
- d) enlisting the support of parents/caregivers to help change the behaviour and attitude of the student, where appropriate.