



مدرسة كامبردج انترناشيونال
Cambridge International School, Dubai

NAME OF POLICY	Cyberbullying Policy and Procedure
APPROVED BY	Principal
DATE APPROVED	September 2026
DATE OF REVIEW	Next projected review: September 2028
RELATED POLICIES	CIS Child Safeguarding Policy CIS Cyber Bullying Policy CIS Student Code of Conduct CIS DLP Policy CIS Acceptable Use Digital Policy

Rationale

The School recognises that excellence in education requires technology to be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. We also recognise 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 to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

Research into cyberbullying indicates that it is a feature of many young people's lives. Cyberbullying, 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 CIS, 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 the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is 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 all age groups and school staff and other adults can be targeted
- It can draw bystanders into being accessories
- 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

Education

CIS educates students both in the proper use of technology and about the serious consequences of cyberbullying 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 Head of Section any example of cyberbullying or harassment or misuse of technology that they know about or suspect.

Leaders know to respond effectively to reports of cyberbullying or harassment and as a school there are systems in place to respond to it. CIS endeavours to block access to inappropriate web sites, using firewalls,

antivirus protection and filtering systems.

Students are only permitted to use devices connected to the internet with permission from a teacher. Whilst education and guidance remain at the heart of what we do, CIS will take action against those who take part in cyberbullying in line with the guidelines in the Anti-Bullying policy. In addition, CIS will confiscate devices where necessary to prevent students from misusing equipment.

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

CIS will keep records of all cyberbullying incidents on Guard. 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. Incidents of Cyberbullying must also be recorded on our Safeguarding Platform, Guard.

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. Any persons who have become aware of a case should record it on Guard and it will be investigated by the DSL or Digital DSL.

Students

- Should follow the school's code of conduct policy, when 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 of 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 DSL at CIS (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 they do not know

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 cyberbullying
- Parents can help by making sure their child understands the school's policy and, above all, how seriously CIS takes incidents of cyberbullying
- Parents should also explain to their children legal issues relating to cyberbullying. Parents may wish to refer to the law on tackling cybercrime, rumors and fake news, called the Federal Decree Law No. 34 of 2021 (Cybercrime Law). The Cybercrime Law replaced the previously existing law on cybercrime (Federal Decree Law No. 5 of 2012). If parents believe their child is the victim of cyberbullying, 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

Investigation Procedures

If a cyberbullying incident is seen or reported by a student to any teacher or class teacher, immediate action must be taken and children involved must be counseled. As soon as the school receives a report that a child has been cyberbullied, it is recorded on Guard by the staff member to whom it was reported.

- The DSL/Digital DSL investigates and decides what action to take
- The School's Student Code of Conduct Policy is followed and appropriate actions taken, up to and

- including suspension and expulsion.
- Counselling and support should be arranged for the victim(s) as required.

If the conduct causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose further consequences.