

# CREDENCE HIGH SCHOOL

## CYBER SAFETY & ANTI-BULLYING POLICY



**SAFEGUARDING THE RIGHTS  
OF EACH CHILD**



# CREDENCE HIGH SCHOOL

## CYBERSAFETY & ANTI-BULLYING POLICY



<b>FUNCTION</b>	<b>Prevent onsite &amp; online bullying and raise awareness</b>
<b>STATUS</b>	<b>Implemented</b>
<b>REVIEW SCHEDULE</b>	<b>Annual</b>
<b>REVIEWED BY</b>	<ul style="list-style-type: none"><li>• <b>School &amp; Career Counsellor Dr. Subhadra</b></li><li>• <b>Head of Physical Education Mr. Vijesh</b></li><li>• <b>HOD Computer Science/STEM Ms. Dolly</b></li></ul>
<b>LAST REVIEWED ON</b>	<b>March 2025</b>

## **OUR VISION**

To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to society in the field of their choice.

## **OUR MISSION**

Tailor is an inclusive and supportive campus that offers a sense of belonging, happiness, physical safety, and intellectual freedom to all of our students.

Harvest the innate talent of each child to build a school community of individual achievement and collective excellence.

Instill an acute sense of values and ethics in each of our students so they may be always known for their integrity and probity.

Nurture an international cross-section of students so they may learn to live in a globalized world and contribute to building a united, tolerant, caring society.

Kindle and keep alive the spark of curiosity in our students through the provision of ICT facilities and resources that support research-oriented, independent and inquiry-based learning.

## **PURPOSE**

The purpose of this policy is to give direction and guidance to school authorities and school personnel in preventing and tackling cyber-based bullying behaviour amongst its students and in dealing with any negative impact of bullying behaviour that occurs elsewhere.

## **RESPONSIBILITY**

- i. Principal: Mrs. Deepika Thapar Singh
- ii. Vice Principal: Mr. Shivender Kumar
- iii. Co-ordinators: Ms. Dolly Khade, Mr. Sharath BS
- iv. Counselors: Dr. Subhadra Prabhu, Ms. Anupama Nair
- v. HOD of Physical Education: Mr. Vijesh
- vi. Teachers

### **CYBER ADDICTION & AWARENESS**

Cyber Addiction, also known as Internet Addiction, is a behavioral condition that occurs when the use of the internet and smart devices becomes compulsive or uncontrolled. This can undermine daily routines, weaken social connections, affect academic performance, and even cause harm to physical and mental health. While digital tools and online platforms are highly valuable for learning and productivity, excessive use can quickly shift into unhealthy habits.

Students may begin to feel more comfortable with online peers than offline friends, lose interest in their studies, or find it difficult to stop playing games, gambling, or endlessly scrolling through content. Research shows that problematic internet and smartphone use is often linked to depression, anxiety, low self-esteem, sleep disorders, and obsessive behavior, with children and young people being the most vulnerable group.

#### **Signs & Symptoms:**

Cyber addiction can be identified through several observable patterns.

Students struggling with cyber addiction often:

- Spend excessive time online and lose track of hours.
- Neglect studies, assignments, and responsibilities.
- Withdraw from family, friends, and social activities.
- Become defensive, guilty, or secretive about device use.
- Use the internet as an escape from stress, sadness, or boredom.

Physical symptoms may also appear, such as eye strain, frequent headaches, disturbed sleep, back or wrist pain, and noticeable changes in weight. Over time, these signs can combine to create serious academic, social, and emotional difficulties.

#### **Preventive Measures**

To prevent such issues, Credence High School emphasizes awareness and responsible use of technology. Digital well-being and cyber safety are built into ICT curriculum, ensuring students learn how to manage their online habits. The school also organizes workshops,

assemblies, and parent sessions to highlight the risks of cyber addiction and encourage healthier practices.

Technology boundaries are an essential part of prevention:

- Classrooms remain device-regulated zones, with non-academic use strictly prohibited during school hours.
- Devices are utilized in the classroom strictly according to the device days' timetable; device usage is not permitted during break times.
- Mobile phones are not permitted on campus, supporting a focused learning atmosphere.
- Offline engagement is promoted during breaks to encourage social interaction and relaxation.

### **Supportive Measures**

When students are identified as struggling, support is provided in a structured and confidential way. Counselors offer both individual and group sessions to address unhealthy online behaviors. Parents are guided to set consistent rules at home, so children experience the same boundaries in both environments. The school also actively encourages participation in sports, arts, reading, and social activities, helping students to develop a more balanced lifestyle.

### **Roles and Responsibilities**

Everyone in the school community has a responsibility to address cyber addiction:

- Students should use technology ethically and responsibly, follow screen-time boundaries, and seek help from teachers or counselors when needed.
- Teachers and staff must model balanced internet use, identify early warning signs of cyber addiction, raise awareness in class, and refer cases of concern to the counselor.
- Parents are expected to monitor internet use at home, set clear rules and boundaries, encourage offline activities, and maintain open communication with their children.

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- School counselors provide guidance and interventions, support parents with resources, and organize regular workshops on digital well-being and mental health.

At Credence High School, our priority is to create a safe and balanced digital environment for every student. We ensure that screen time is meaningful and limited, that devices are used only according to the timetable on designated “device days,” and that break times remain technology-free to encourage face-to-face friendships and play. In doing so, we foster not only academic success but also strong mental health, resilience, and a healthy approach to technology in the lives of our students.

### WHAT IS BULLYING?

Bullying is the deliberate intention to harm someone who does not have the power to stop it. Bullying, harassment or any form of discrimination, is immoral and can be unlawful because it interferes with the right of a person to feel safe and valued as a member of a community.

The key features of bullying are that it:

- causes hurt and distress,
- is repeated
- involves the use of power in an unfair way.

Bullying need not always be done by the older or stronger. “Bullying up” is bullying done by the smaller, the younger, and the weaker, who either use anonymous means to bully, such as cyberbullying, or overt means to bully, knowing that any retaliation would make the provoked person look like they are the bully.

### SYMPTOMS OF BULLYING

For behaviors to be classified as bullying, it needs to involve repeated actions that are designed to cause hurt. Not having friends or not being popular isn’t necessarily a sign that a person is being bullied. It may simply mean a person lacks interpersonal skills.

### How can you identify if a child is bullied?

**Physical signs:** Unjustified bruises, scratches or cuts, torn clothes or damaged belongings

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**School related behaviours:** Lack of desire or fear of going to school

**Changes in social behaviour:** Getting close to a few friends and not wanting to go out

**Psychosomatic disorder:** uncertain pain, headache, abdominal pain, mouth ulcers

**Emotional indicators:** Signs of unhappiness, loneliness, depression

**Disturbing behaviours:** Nervousness and bad mood, not eating, inability to sleep

**Health indicators:** General stress, low academic performance, poor resistance to infection.

### **TYPES OF BULLYING**

<b>EMOTIONAL</b>	being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures)
<b>PHYSICAL</b>	pushing, kicking, biting, hitting, punching or any use of violence
<b>RACIAL</b>	racial taunts, graffiti, gestures
<b>CYBERBULLYING</b>	All areas of the internet, such as email and internet chat, Twitter, and Facebook misuse. Mobile threats by text messaging and calls, Misuse of associated technology, i.e. camera and video facilities, iPads, games consoles.
<b>HOMOPHOBIC</b>	Because of or focusing on the issue of sexuality and gender

**If you see/know of any student/s being bullied in school, immediately report it to school authorities.**

**You can contact the below personnel immediately.**

<b><u>School Counselors:</u></b>	<b><u>Cyber Safety Incharges:</u></b>
Dr. Subhadra Prabhu - 0504874284	Ms.Dolly Khade - 0554507094
Ms. Anupama Nair - 0522783895	Mr.Sharath- 0586519794

**Vice – Principal**  
**Mr. Shivender Kumar Bhardwaj**  
**0527992026**  
**vp@credencehighschool.com**

If you know anyone being bullied, you are encouraged to do the **RITE** thing:

**R = RECOGNISE** We all have the right to feel safe and to operate in an environment free of bullying.

**I = INFORM** the bullies that you want them to stop. Do this in a polite but firm way.

**T = TELL** a responsible adult about the bullying.

**E = EVALUATE** the situation. If it does not improve, seek further help.

#### **Report bullying:**

As a school, we will endeavor to take all bullying problems seriously, to deal with each incident individually and to address the needs of each student separately, regarding all incidents as potentially serious and investigate them thoroughly, ensuring that bullies and victims are interviewed separately and keep a written record of the incident, investigation, and outcomes which ensures that action is taken to prevent further incidents. As a school, we will:

- Encourage victims and witnesses to speak up;
- Treat incidents seriously, however trivial they might seem at first;
- Be alert, as a whole staff, to changes in behavior, attitude, and well-being,
- reporting these immediately to the appropriate members of staff.

#### **WHERE DOES BULLYING HAPPEN?**

Bullying can happen anywhere at any time, but there are certain times and places which mainly facilitate bullying.

- **Areas of unstructured activity:** Bullying in schools frequently takes place in the playground. It is relatively easy to single out and bully another pupil. The noise level masks much of what is going on. Toilets, corridors, changing rooms and assembly



halls may be the scene of verbal, psychological, and physical bullying. The behavior of students in those areas needs careful monitoring.

- **Bullying in the classroom:** Bullying may also take place in class. It may occur subtly through glances, looks, and sniggers but may take the more overt form of physical intimidation. It may also be exacerbated if a classroom atmosphere prevails whereby students are allowed to make derogatory comments about their classmates or other teachers.
- **Coming to and from school:** Bullying can take place at the bus stop or on the journey to and from school, whether the individuals are walking, cycling or on school buses.

#### **WHAT IS CYBER BULLYING?**

- Cyberbullying includes sending or posting harmful or upsetting text, images or other messages, using the internet, mobile phones, or other communication technology.
- It can take many forms but can go even further than face-to-face bullying by invading home and personal space and can target one or more people.
- It can take place across age groups and target students, staff, and others.
- It can include threats and intimidation, harassment, defamation, exclusion or peer rejection, impersonation, and unauthorized publication of private information or images.
- It can include messages intended as jokes, but which have a harmful or upsetting effect.

#### **Cyberbullying may be carried out in many ways, including:**

- Threatening, intimidating, or upsetting text messages.
- Threatening or embarrassing pictures and video clips via mobile phone cameras;
- Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible.
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name;
- Menacing or upsetting responses to someone in a chat room;
- Unpleasant messages sent during instant messaging;

- Unpleasant or defamatory information posted to blogs, personal websites, and social networking sites (e.g. Facebook)

### SIGNS AND SYMPTOMS FOR PARENTS AND STAFF

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

<ul style="list-style-type: none"> <li>• Is afraid to use the internet or mobile phone.</li> <li>• Is nervous and jumpy when a cyber-message is received.</li> <li>• Is frightened of walking to or from school.</li> <li>• Begs to be driven to school.</li> <li>• Changes usual routine.</li> <li>• Is unwilling to go to school (school phobic).</li> <li>• Lacks eye contact.</li> <li>• Becomes short-tempered.</li> <li>• There is a change in attitude towards people at home.</li> <li>• Changes their usual routine.</li> <li>• Is unwilling to participate and be part of school (school phobic).</li> <li>• Begins to truant.</li> <li>• Feels ill in the morning.</li> <li>• Begins to make less effort with schoolwork than previously.</li> <li>• Becomes withdrawn, anxious, or lacking in confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Starts stammering.</li> <li>• Cries themselves to sleep at night or have nightmares.</li> <li>• Feels ill in the morning.</li> <li>• Begins to make less effort with schoolwork than previously.</li> <li>• Has dinner continually "lost"</li> <li>• Becomes aggressive, disruptive, or unreasonable.</li> <li>• Is bullying other children or siblings?</li> <li>• Stops eating.</li> <li>• Is frightened to say what's wrong.</li> <li>• Gives improbable excuses for any of the above.</li> <li>• Comes home with clothes torn or books damaged.</li> <li>• Has possessions that are damaged or "go missing."</li> <li>• Attempts or threatens suicide or runs away.</li> </ul>
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These signs and behaviors could indicate other social, emotional, and/or mental health problems, but bullying should be considered a possibility and should be investigated.

### **PARENTS' RESPONSIBILITY**

As the parent of a child whom you suspect is being bullied,

- Report bullying incidents to the Class teacher, School Counsellor, Principal, and Vice-Principal.
- In cases of serious bullying, the incidents will be recorded by staff and the Principal notified.
- In serious cases, parents should be informed and will be asked to join in for a meeting to discuss the problem.
- Support their children to become responsible citizens and develop responsible online behaviors.
- Be aware of the school's Anti-bullying Policy and assist their children in understanding bullying behaviors.
- Support their children in developing positive responses to bullying incidents consistent with the school Anti-bullying Plan.
- Work collaboratively with the school to resolve incidents of bullying when they occur.

### **TEACHERS/STAFF RESPONSIBILITY**

- Respect and support students.
- Model and promote appropriate behavior.
- Be aware of school and departmental policies related to bullying behavior.
- Respond promptly to incidents of bullying according to the school's Anti-Bullying Plan.
- Implement the behavior policy.
- Implement the school code of conduct.
- In addition, teachers have a responsibility to:  
Provide a curriculum (Value Education and Life Skills) that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

### **GUIDELINES FOR STUDENTS**

If you believe you or someone else is the victim of cyberbullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, principal, vice principal, counselor, or teacher.

- Do not answer abusive messages but report them.
- Do not delete anything until it has been shown to the adult you have confided in (even if it is upsetting, the material is important evidence that may need to be used later as proof of cyberbullying).
- Do not give out personal details to anyone online.
- Never reply to abusive e-mails.
- Never reply to abusive messages or calls.
- Never reply to someone you do not know.
- Please secure your email IDs and passwords for Facebook, google, Instagram etc.

### **GUIDELINES FOR STAFF**

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

#### **If you spot cyberbullying**

- Ask the pupil to get up on-screen the material in question.
- Explain to the student the consequences of this behavior and why it is inappropriate in a non-threatening manner.
- Save the offending material.
- Print the offending material straight away.
- Inform the counselor and vice-principal.
- Parents will be contacted for a meeting.

### **GUIDANCE FOR PARENTS**

Parents and the school must 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.

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- Parents can help by making sure their child understands the school's policy.
- Parents should explain to their wards about the 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 as soon as possible.

### DISCIPLINARY STEPS

Steps are taken in line with the behavioral policy for disciplining students as the bullying cases are high-level violations. Accordingly, the school applies the following behavior modification methods based on the behavioral policy:

If violation of the above expectation happened, the following sanction will be given

### **E-Safety School Actions & Sanctions**

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner and that members of the school community are aware that incidents have been dealt with.

#### **E-Safety Behaviour Ladder:**

	Incident Description	Action and Reporting
<b>1<sup>st</sup> Degree Offences</b>	Not attending classes or being on time	As per the Behavior Policy
	Using the microphone feature, camera or chat without prior permission from the teacher. Playing games (except with the express permission of the teacher because it is an educational necessity linked to the lesson.)	
	Misusing rights and tools available through Zoom/Google Classroom.	
	Misuse of emojis in the chat	
	Unkind/ disrespectful comments towards the teacher or others	

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	<p>Not muting their microphones when asked to do so</p> <p>Failure to follow the rules of positive behaviour inside and outside the class, such as remaining calm and maintaining discipline during the period, and making inappropriate sounds inside and outside the class.</p>	
<b>2<sup>nd</sup> Degree Offences</b>	Use of inappropriate language	As per the behaviour policy
	Absence from a single school day (via distance learning) without an acceptable excuse.	
	Misusing any means of communication.	
	Engaging in audio and video communication (Zoom) with the rest of the students for noneducational purposes after the end of the official period time, be it on or off school premises.	
	Removing the teacher or students from the group blocks the course of the lesson, the teacher's work, and other students' rights.	
	Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user. Abusing or insulting official visitors during periods during the live broadcast.	
	Verbal abuse or insulting students, staff or school guests.	
	Incitement to fight, threaten, or intimidate classmates.	
	Cyberbullying	
<b>3<sup>rd</sup> Degree Offences</b>	Attempting to defame or abuse schoolmates and/or personnel on social media.	As per the behavior policy
	Racist language towards others	
	Divulging other students' personal information, including home addresses and phone numbers.	
	Searching for information, obtaining specific copies, or modifying files and other data, or	

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	<p>passwords belonging to other users on the network.</p> <p>Entering and using the account of another teacher or student with or without his/her knowledge and/or consent.</p>	
	<p>Destroying, modifying, or misusing devices or software in any way. Tampering, removing, requesting the removal of, or intentionally causing damage to any device, software, or hardware. Installing or downloading software or products that might harm the device or the network.</p>	
	<p>Using any camera (available as part of or as an add-on to certain devices) for personal use, and/or sharing photos or any information about any of the student's parents, employees, or any other person without their explicit consent.</p> <p>Using educational content to photograph and record conversations between students, and posting them without prior permission.</p>	
	Forging school documents/impersonating others.	
	Photocopying, possessing, publishing, and circulating images of school personnel and students without their permission.	
<b>4<sup>th</sup> Degree Offences</b>	Using any means of communication or social media for illegal or immoral purposes, or to harm an educational institution, its employees, or others.	As per the behavior policy
	Publishing, creating, exchanging, or promoting malicious or suspicious software.	
	Cheating in an official internal/external assessment.	

**Exclusion:** In extreme circumstances where all other options have been exhausted, and the student continues to cause a health and safety risk to others, suspension/exclusion will be considered by the principal along with the the discipline team .

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