Pasadena Intermediate School

Bullying

Bullying is a form of harassment, and usually refers to intimidatory behaviour between school students, but may involve staff. If the bullying involves staff and students, the **Harassment procedure** is followed.

Bullying is deliberate, harmful behaviour that is often repeated, or continues over a period of time. It often involves a power imbalance and it is difficult for those being bullied to defend themselves. Bullying takes place in the digital world too, through cyberbullying.

All members of the school, including students themselves, have a responsibility to recognise bullying and to take action when they are aware of it happening. Bullying behaviour can be overt (directly and easily observed) or covert (indirect and hidden or less easily observed). A great deal of bullying is covert with bullying behaviour rarely occurring in front of adults. If students are being bullied, they need to feel supported and know what to do.

Examples of bullying behaviours include:

- physical, for example, hitting, kicking, taking belongings, defacing a web page
- verbal, for example, name calling; insults; racist, sexist, or homophobic remarks
- social/relational, for example, spreading nasty stories, excluding from groups, making threats, standover tactics
- cyberbullying, for example, posting negative comments on social media, publishing or sending inappropriate messages or images, sending mean or intimidating texts and emails.

To effectively prevent and respond to bullying behaviour at Pasadena Intermediate School we:

- create a safe, inclusive, and respectful environment
- promote **digital citizenship** to our students
- provide guidelines for managing and dealing with bullying
- identify and acknowledge bullying/intimidating behaviour, including cyberbullying, and do not tolerate it
- deal with incidents of bullying through the school's **behaviour plan**.

Resources

- **Bullying prevention and response: A guide for schools 2015**
- **Kia Kaha**
- **NetSafe**
- **Wellbeing@School**
- **PB4L (Positive Behaviour for Learning)**

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Cyberbullying

Cyberbullying

Pasadena Intermediate School has strategies in place to prevent cyberbullying where possible and respond to it if it occurs.

Prevention

- Ensure a whole-school focus on an inclusive and supportive environment.
- Promote ▸**good digital citizenship** both inside and outside the classroom. For example:
  - Teach students about safe and responsible technology use
  - Develop class contracts about appropriate use of technology, included if, how, and when mobile devices may be used at school
  - Have students, staff, and/or parents sign ICT **digital technology use agreements**
  - Provide ongoing education and advice to parents and whānau about how to protect their children online, and inform parents and whānau about any cyberbullying incidents at the school.
- Ensure teachers understand the **surrender and retention of digital devices** guidelines.
- Engage teachers in ongoing professional development about technology in learning environments.
- Provide guidance to students about how to stay safe online. For example:
  - Activate privacy settings on social media sites
  - Only give personal information to people they know and trust
  - Use available online safety options (e.g. website blockers and email/spam filters)
  - Avoid sharing images of themselves they wouldn't want distributed further
  - Know how to contact a service provider to report abuse or problems.

Response

- Get offensive or inappropriate online material removed if possible:
  - Ask the person responsible to take down the offending website, page, or information
  - Request the service provider or website owner to remove the page or information
  - Seek further advice from NetSafe.
- Emphasise to students that they can talk to an adult they trust (parent, teacher, etc.) if they feel bullied, without worrying about negative consequences (such as having their phone taken away).
- Report inappropriate text messages to the student's service provider, or support the student in doing so.
- Use "report abuse" buttons or other feedback methods on websites to report abuse or bullying.
- Use the behaviour management policy to deal with incidents of cyberbullying.

Resources

For developing an inclusive school environment:
- Wellbeing@School: **Inclusive Toolkit**
- NZ Police: **School Community Officer**
- NetSafe: **Kit for Schools**
- NetSafe: **Learn, Guide, Protect**

For students:
- NetSafe: **Cyberbullying**

- NetSafe: **Reporting Advice for Young People**
- Ministry of Justice: **What to Do if You're Being Cyberbullied** (flowchart)

For teachers:

- NetSafe: **OWLS – Wise words on privacy**
- NetSafe: **Digital Technology: Safe and Responsible Use in Schools**
- NetSafe: **Hector's World** (interactive site to help teachers and parents teach kids about cybersafety)
- MOE: **Bullying Prevention and Response: A Guide for Schools**
- Education Council: **Teachers and Social Media**
- TKI: **Digital Citizenship and Cybersafety in the Classroom**

General resources:

- **The Orb** (for reporting concerns)
- Harmful Digital Communications Act 2015 **– 10 communication principles**
- NetSafe: **Cyberbullying and Online Harassment** (provides info on and guidance about the Harmful Digital Communications Act)
- **Staying Safe Online: Cyber-safety Tips from New Zealand's Leading Online Companies** (PDF – includes specific tips for sites such as YouTube, Facebook, and Google)