



Ponsonby Intermediate School Bullying Prevention, Response and Cybersafety Information

Dear Parents and Caregivers,

Ponsonby Intermediate works hard to provide a safe learning environment for its students. Attached in this letter is information on our Bullying Prevention and ICT/Cyber-safety Policies and Procedures. Please sign the 'Student Code of Conduct' and the Cyber-safety and Device agreement form at the end of this letter. Please discuss these forms with your child and return to your form teacher.

Keeping Safe Online – What can Parents and Caregivers do at home?

An emerging concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask for your support in assisting us with this challenge.

Across New Zealand, schools have seen an increase in negative and harmful behaviour online across a number of social networking websites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation. There has been a significant rise in recent years due to lockdowns and increased device use.

Unfortunately, some of these websites are being used by 'cyber bullies', and other people who are often not easily identifiable. There is often little to no monitoring of content by website administrators, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called "cyber bullies," mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet. Ponsonby Intermediate has blocked the use of these social networking websites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are posting on the Internet and what others are posting in reply. These websites are usually public domain, and anything posted there can be seen by anyone who has internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this by personally logging on to the site.

We encourage you to talk with your child about the potential danger of the Internet. Ask if they have an account with Instagram, Facebook, or similar websites. If your child is using such a site, with your permission, you may want to review their profile to ensure that no personal and identifiable information has been posted. Also, it would be a good opportunity for you to see what your child is posting on the social network sites and what is being posted to them.

Regularly checking the history on your child's computer/phone is also a good indication of what your child has been looking at/doing. If your child regularly clears the computer history then you should talk to them about this.

Ponsonby Intermediate will continue to provide Internet security within our school. It is important that parents also monitor Internet use at home. Social media sites are not permitted during school time.

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We will continue to support students at school around staying safe but ask that parents and caregivers work in a partnership by ensuring safety at home.

Bullying Prevention and Response Programme

We also have a Bullying Prevention Programme that the students receive through Hauora, Positively Ponsonby and Health lessons at the beginning of the year. They will also regularly participate in other programmes throughout their two years at Ponsonby Intermediate. We do our best to equip students with strategies around dealing with bullying when it arises and how to identify it. The Student Code of Conduct form clearly outlines what our expectations are for student behaviour and what we will all do as a school to prevent and deal with bullying when it occurs.

Thank you for your support and cooperation in keeping our students safe. Our cybersafety and Bullying Prevention Policy and Procedures can be found on our website. Please feel free to read through these documents before signing the attached forms. There is also a section following this letter that has helpful information for parents/caregivers around bullying and what you can do at home to help support the school.

With regards to the Cybersafety Form, it asks you to notify the office if you do not want your child's image or work to be published in the school newsletter, on the school website or on PPTV which is our TV channel. If you do not consent to this, please contact the office: office@ponsint.school.nz

If you have any further questions, please feel free to contact the school or your child's form teacher.

Nga Mihi Nui
Nick Wilson
Principal

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Articulate,

Helpful Information for Parents/Caregivers

The following information can help guide you as a parent/caregiver if bullying is brought to your attention:

Defining Bullying:

Whether bullying is physical, verbal, or social (relational), four widely-accepted factors can be used to identify it:

- Bullying is deliberate - harming another person intentionally
- Bullying involves a misuse of power in a relationship
- Bullying is usually not a one-off - it is repeated, or has the potential to be repeated over time
- Bullying involves behaviour that can cause harm - it is not a normal part of growing up.

(bullyingfree.nz)

There are four main types of bullying:

- **Physical:** Hitting, kicking, taking belongings
- **Verbal:** Name calling, insulting, racist remarks
- **Indirect:** Spreading nasty stories, being excluded from groups
- **Cyber-Bullying**

When bullying takes place at Ponsonby Intermediate School, parents/caregivers can help the school by doing the following:

Take it seriously, but stay calm. Avoid being:

- The cynic – ‘No need to get upset’
- The martyr – ‘That’s nothing, when I was...’
- The brick wall – Not giving a chance to explain
- The interrogator – ‘I want to know everything’
- The bully – ‘Stick up for yourself’
- The rescuer – ‘Leave it to me’

Helpful responses, try being:

- The listener – Not jumping to conclusions
- The clarifier – Investigating patiently
- The informed supporter – Seeing your child’s side but considering all perspectives

Let your child know:

- That you are proud they have told you
- That you believe them
- That you are sorry it happened and you will work together to resolve the situation

Communication with school:

- Let the form teacher know of your concerns at the first incident
- Provide the form teacher with all of the information you have, eg if it is cyberbullying provide screenshots
- Discuss with the form teacher the best way forward for your child
- Be prepared to work with the school in a cooperative manner to achieve the best outcome for all involved.

Ponsonby Intermediate School

Student Behaviour Code of Conduct Form

Every Ponsonby Intermediate student has the right to:

- Learn without being disrupted
- Be safe within the school
- Expect our possessions to be safe
- Feel valued and accepted

Every Ponsonby Intermediate student has the responsibility to:

- Not interfere and disrupt others
- Not harm others either physically or emotionally
- Not interfere with other people's possessions and property
- Ensure that other students are valued and accepted

When bullying takes place at Ponsonby Intermediate, students will:

The Target

- Ignore it and move away
- Tell the bully to stop
- Tell someone you trust (form teacher, parent, friend etc.)

The Bully

- Accept responsibility and discuss future behaviour using the Student Code of Conduct
- Restorative meeting
- Accept the disciplinary consequences

Bystanders

- Tell the bully to stop
- Tell someone you trust (Form teacher, parent, friend etc.)

If the incident is defined as Cyber bullying, the person being targeted should do the following:

- Don't reply
- Save the message/text or take a screenshot
- Block the person who is bullying
- Show someone you trust (Parents, form teacher, friend etc.)

I have read and understand this document:

Parent/Caregiver's Name:	Signed:
Student's Name:	Date:

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Ponsonby Intermediate School

Cyber-safety and Device Agreement Form

I understand that Ponsonby Intermediate will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe online
- Keep a copy of this form at school with signed agreement
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues

My responsibilities as the parent/caregiver include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact my child's form teacher to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time

Additional information can be found on the NetSsf website <http://www.netsafe.org.nz/>

Safety Agreement

I have read this cybersafety use agreement and I am aware of the school's initiatives to maintain a safe learning environment online, including my child's responsibilities to keep themselves safe.

If you do not give the school permission for the school to use your child's image for the newsletter, PPTV or the school website, please contact the office, office@ponsint.school.nz.

Parent/Caregiver's Name:	Signed:
Student's Name:	Date:

Please note: This agreement for your child will remain in place for the two years your child is at Ponsonby. If it becomes necessary to add/amend any information or rule, parents will be advised accordingly through our newsletter and school app.

For more information regarding our Policy and Procedures with cybersafety, please go to our school website.