

School Policies

Anti-Harassment and Bullying Policy

Somersfield Academy will not tolerate destructive or disruptive behavior, including any form of bullying, harassment, disrespectful behavior, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities

Somersfield Academy will not tolerate any form of harassment by staff or students, and upholds the rights of staff and students to participate in school programmes and activities in an atmosphere free of any form of harassment. Students have the responsibility of not engaging in conduct that is unwelcomed or offensive to others.

Students' rights

- All students are entitled to feel safe at the school;
- Nobody should fear what will happen to them while in, on their way to or from the school;
- Nobody should fear being harassed in the corridors, at play, at lunch or in class; and
- All students, of all differences, should feel respected and valued.

Faculty's and Staffs' rights

- All staff should be treated fairly, with respect and dignity; and
- All staff should feel happy and safe in the workplace.

What is bullying?

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves a real or perceived power imbalance. It can take on many forms and include covert, electronic or subversive means of intimidating and manipulating others.

Bullying can include: name calling, taunting, mocking, or making offensive comments or remarks; kicking; hitting; pushing; pulling; spitting; demanding money, taking belongings or damaging property; producing offensive graffiti; gossiping; shunning/excluding people from groups, refusing to talk to a person and spreading hurtful and untruthful rumors.

This includes the same inappropriate and harmful behaviors expressed via digital devices (cyber-bullying) such as the posting of inappropriate messages or photos by phone, text, on chat rooms, through websites and social networking sites, and sending offensive or degrading images by phone or via the internet.

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Specifically, group bullying includes but is not limited to: Bullying related to race, religion, beliefs, sexual orientation (homophobic comments), culture, learning difficulties, differences or disabilities, physical appearance or health conditions; other prejudice-based bullying.

Bullying is not:
mutual arguments and disagreements;

not liking someone or a single act of social rejection;
single-episode acts of meanness or spite;
isolated acts of aggression or intimidation; or
the occasional trick or joke played on someone.

It will be considered bullying if any of the above behavior is repeated several times on purpose.

What is Harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

Harassment can include: unwanted physical conduct, including touching, pinching, pushing and grabbing. Unwanted and unwelcomed attention of a sexual nature which may be physical or verbal which creates an intimidating, hostile or offensive environment.

What we do at Somersfield if we are informed of or observe harassment or bullying?

Somersfield Academy will investigate promptly all reports and complaints of harassment, bullying, cyberbullying, and retaliation, and take prompt action to end such behavior and restore the target's sense of safety. The school will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development and extracurricular activities.

Somersfield Academy has implemented the Somersfield Academy Anti-Harassment and Bullying Policy and Intervention Plan (SAAHBI Plan) which commits to both the prevention of harassment and bullying and dealing with incidents of harassment or bullying at the School.

- All reports of bullying will be taken seriously and an immediate investigation will take place at the school in accordance with the SAAHBI Plan.
- All students must know that they can report incidents of harassment or bullying to any member of staff or a senior student within the school and not fear reprisals.
- Disciplinary action will take into account the severity of the actions. Students who persist in harassment and/or bullying (despite counselling, disciplinary action and support) will be excluded from the school, either temporarily or permanently.
- Parents will be involved throughout the process in order to take a partnership approach to dealing effectively with the issue and stop the harassing and/or bullying behaviour.

Sexual Harassment Policy

Somersfield Academy will not tolerate any form of sexual harassment by staff or students, and upholds the rights of staff and of students to participate in school programmes and activities in an

atmosphere free of any form of sexual harassment. Students have the responsibility of not engaging in sexual conduct that is unwelcomed or offensive to others.

Drugs, Alcohol and Tobacco Policy

Somersfield Academy firmly condemns the misuse of drugs, alcohol and tobacco by members of the school and the illegal supply of these substances by members of its community. Effective communication and co-operation, particularly with parents, are essential to the successful implementation of this policy.

- The possession and/or use of tobacco products by any student of the school is prohibited on the campus.
- The immediate environment of the school is a designated drug and tobacco free zone.
- Suspension or expulsion is a likely outcome of a breach of this policy as outlined in the Behaviour Expectations and Intervention Procedures section of this handbook.

Academic Honesty Policy (Upper Primary & Secondary)

Somersfield Academy believes that all students must embrace the concept and practice of Academic Honesty.

The school therefore fosters creative, independent and principled learners who:

- Always exercise academic honesty in all aspects of their work.
- Always acknowledge the work of others, including material taken from other sources.

In the Somersfield learning community, students produce different types of documents and other forms of work, many of which rely on sources by other people. Following good academic practice, students are expected to appropriately acknowledge any ideas, words, or work of other people. Students receive explicit, age-appropriate instruction in academic honesty and information literacy across the subject areas.

As students develop knowledge and understanding in scholarship and academic honesty, academic misconduct is regarded as inappropriate behavior whatever forms it may take.

- **Plagiarism** is the representation of the ideas or work of another person as the student's own.
- **Collusion** is supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

- **Duplication** is the presentation of the same work for different assessment components.
- **Unfair Advantage** is any other behaviour that gains an unfair advantage for a student.

As responsible and principled learners, students at Somersfield are aware of the need for academic honesty at all times and are equally aware of the consequences of misconduct.

Electronic Devices Responsible Use Policy

Digital Citizenship

Somersfield students are expected to use technology in a responsible, respectful, and safe way. The use of technology is focused on educational purposes while at school, Therefore, it is important that students know and understand the expectations for the use of technology at school.

Student use should be guided by not only the school's clearly outlined expectations which apply to any electronic device used at the school (including mobile phones), but in all cases, they must make wise personal choices about their own behavior as a good digital citizen and as a responsible student and ambassador for the school.

In order to promote digital citizenship and responsible use of technology, students are expected to adhere to the rules and guidelines in the *Student Responsible Use Agreement* that each student and his/her parent or guardian (P5-M5) must sign annually in order to use electronic devices at the school.

Being Prepared to Learn

Being a good digital citizen and a responsible member of the school community means students come to school prepared to learn. Use of technology at school should be limited to installed or online programs that are directly connected to school-related activities, and not involve recreational games, non-academic use of social networking sites or other activities that disrupt studies, peers or classes. The use of electronic devices in class without permission will result in an initial verbal warning, and continued use will result in the immediate confiscation of the device which will be retained by the school until the end of the school day.

Keeping Health & Balance in Mind

Overuse of mobile devices and other technologies can sometimes have a disruptive effect on a person's behavior and wellbeing. While technology can be an engaging way to spend time, it can take up time that could be better used for studying, getting to bed on time, or working on projects with friends. Instead of surfing the web, cruising social media, or playing electronic games for example,

reading a good book or talking with friends and teachers may be a better choice. Students should find a comfort zone that strikes a healthy balance between online and offline activity.

Ethical and Respectful Use

Responsible citizenship means practicing good ethical behavior, whether online or offline. Students will not view, send an email, or upload to the school's Virtual Learning Environment (VLE) or network inappropriate content that is illegal, obscene or defamatory; not attempt to harm or destroy any equipment or data of another user or network connected to the school system; not try to bypass network guidelines with proxies or Internet access devices; not attempt to hack or modify other student accounts or official school files or accounts, and not engage in any illegal activities.

All cell phones must be secured and turned off during the school day. Students are permitted to use cell phones after school for personal use. The school assumes no responsibility for loss or damage.

Below is a table that defines where and when Secondary students (M1-M5) may use electronic devices at school.

Device	Classrooms	Learning Commons/Tech Lab	Hallways	Recess/Lunch	After School
Personal laptops, notebooks, tablets, iPads for educational purposes	As directed by teacher	Yes	No	Yes (If used for educational purposes)	Yes
Mobile phones, iPhones. Used for creating video-clips, taking a photo of a board note, etc. Students are not permitted to text, chat or send/receive calls.	As directed by teacher	No	No	No	Yes
Digital video/sound/cameras	As directed by teacher (Students must have teacher permission to work on videos outside of the classroom)	No	No	No	No
E-Reader – Kindles	As directed by teacher	Yes	No	Yes (If used for educational purposes)	Yes
Ear phones	As directed by teacher	Yes	No	No (Earphones are used in classes, learning commons and tech lab)	Yes

Below is a table that defines where and when Primary students (P2-P6) may use electronic devices at school.

Device	Classrooms	Hallways	Recess/Lunch	After-school
Personal laptops, notebooks, tablets, iPads	As directed by teacher	No	Yes	Yes

Mobile phones, iPhones	No	No	No	Yes – if calling a parent
Digital video/sound/cameras	As directed by teacher	No	No	No
E-Reader – Kindles	As directed by teacher during silent reading time only	No	Yes	Yes
Ear phones for music	As directed by teacher	No	No	No

Technology Use in the Learning Commons

Students are not permitted to record or photograph other members of the school community without written consent from participants and prior approval from their respective Division Head. Devices being used for learning should arrive at school fully charged. If needed, students should provide their own clearly labelled headphones and keep these stored in their lockers. The Learning Commons is a BYOD (bring your own device) friendly environment with Wi-Fi access. Students are permitted to use technology as an educational tool.

Students in P5 and P6 are invited to use the technology tools in the Learning Commons during class visits and during their lunch break. P2-P4 students make use of the technology tools in the Learning Commons when accompanied by their classroom teachers.

Protecting Your Identity & Personal Information

With the ubiquity of information networks, safeguarding personal information is extremely important. Once information goes on the Internet, it is likely that it will remain there for a very long time. It is important that students treat their own and others' personal information with great care. Students should never share any user accounts or passwords.

Community Awareness

As members of a school community, students have a social obligation to protect community resources, such as bandwidth and printer paper/toner as shared and limited resources. Additionally, computer use should not be disruptive to other students who are working nearby. Students should also be aware that individual teachers will have different protocols for classroom use of devices and it is the student's responsibility to be aware of these and adhere to them.

Supervision and Monitoring

All Primary student internet sessions will always be supervised by staff. Secondary students are allowed to use the computers in the lab during lunchtime, and also their own devices during lunch and afterschool during which time they are expected to model the highest level of digital citizenship.

If any students are not acting responsibly on their devices, it should be reported immediately to an administrator/teacher/or advisor.

Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.

Staff reserve the right to monitor students' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as they deem necessary.

Misuse

When students have failed to use technology in a responsible, respectful, and safe way, and have chosen to violate the *Electronic Devices Responsible Use Policy*, the classroom teacher, Division Head or School Principal will be consulted, as required. In such cases, appropriate action will be taken which may result in any or all of the following:

- Verbal warnings
- Written warnings
- Confiscation of the device
- Withdrawal of access privileges
- Suspension or expulsion

Somersfield Academy has the authority to contact or report any illegal activities to the appropriate authorities at any time and without the consent of the user.

Photography Use Policy

Somersfield Academy welcomes positive publicity. Making use of photographic images for the school in publicity materials increases student motivation and staff morale and helps parents, the local community, and prospective parents see and celebrate the school's achievements.

Student photographic images add colour, life, and interest to articles promoting school activities and initiatives. However, Somersfield recognises that photographic images have to be used in a responsible way. Photographs used on the website and on Facebook will normally focus on group activities.

Please note that the school does not tag student names with photos and does not put the names of children below their photos. Digital images of individual students may occasionally be published on the school website, in promotional materials, and on Facebook pages, and it is the school's practice to annually ask parents to give permission for their children to appear on these pages.

Privacy Policy

Somersfield Academy holds personal information about you and your child in the usual course of our operations and educational responsibilities. Preserving the security of your data is a priority, and we

are committed to respecting your privacy rights. To ensure compliance with our obligations under the Personal Information and Privacy Act (PIPA), we have implemented security policies and technical measures to protect your personal information, consistent with PIPA. This policy is consistent with the policies established by the other local independent schools. The wording in this document reflects our mutual commitment to upholding the standards of PIPA.

Personal information collected at Somersfield:

Personal information is information that identifies you and relates to you, e.g. information about your family circumstances, your financial information and photographs of you, academic performance records, etc. We may also collect sensitive personal information such as ethnic group, religious beliefs and relevant medical information. Your personal information will usually be collected directly from you, but may also be passed to the school by third parties, such as your child's previous school, doctors and other professionals.

Purpose of collecting personal information:

Somersfield's primary reason for using your and your child's personal information is to provide educational services to your child. All personal information received is processed strictly in accordance with PIPA in order to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care;
- communicate with former students;
- provide references for school transfers;
- monitor email communications and internet use for the purpose of ensuring student compliance with the School Rules and ICT Usage Policy;
- where appropriate, promote the school through our prospectus, website and social media, or for press and media purposes (including through the use of photographs or images); and
- other reasonable purposes relating to the operation of the school.

Unless you have requested otherwise, Somersfield may use your contact details to send you promotional and marketing information by post and email about the school and about carefully selected third parties.

Medical information about students may be processed so that staff will be able to respond appropriately in the event of a medical emergency and in order to safeguard and promote the welfare of your child.

Financial information including information obtained from third parties such as credit reference agencies may be processed in order to verify your identity, facilitate fee payment and to assess applications for the award of a bursary. Somersfield may also process information about the payment of fees at the school and share this information with other schools.

Who we share your personal information with and why:

From time to time Somersfield may pass your personal information (including sensitive personal data) to third parties, including local Government bodies, private institutions offering scholarships and awards, independent school bodies such as IB and health professionals, who will process the information:

- to enable relevant authorities to monitor the school's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the School (and where relevant, on behalf of individual students);
- to safeguard your child's welfare and provide appropriate pastoral (and where relevant, medical and dental) care;
- where specifically requested by you or your child;
- where necessary in connection with learning and extra-curricular activities undertaken by your child, including the School's IT systems or online systems;
- to enable your child to take part in national and other assessments and to monitor their progress and educational needs;
- where a reference or other information about your child is requested by another educational establishment or prospective employer to whom they have applied;
- where otherwise required by law; and
- otherwise where reasonably necessary for the operation of the school.

How long we keep your personal information:

We will continue to hold personal information about you and your child even when your child is no longer a pupil at the School for statistical purposes and to provide references. Any photographs or videos of you or your child at School events may continue to be used for promotional purposes after your child has left the school. We will also keep details of your address when your child leaves the school so we can find out how your child is progressing, continue to send you information about the school for promotional, fundraising and marketing purposes and information about the Somersfield Academy Alumni Association.

Your rights with respect to your personal information:

You and your child have certain rights under PIPA, including a general right to be given access to the personal information that Somersfield holds about you and your child, to check the accuracy of that information, and where necessary, to have any errors corrected. Please contact the school's registrar in writing if you wish to access your personal information or that of your child.

How we protect your personal information:

We have implemented security policies and technical measures to protect the personal information we collect consistent with PIPA. You will note that access to other students' family information via PCR has been curtailed. These security measures are designed to prevent unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss of your personal information or that of your child.

Further questions:

If you have any queries about this information or how personal data is processed by the school, please contact the Business Manager, *Stacey Williams*, swilliams@somersfield.bm