

UPA Cyberbullying Policy

Procedures

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

If you have observed an instance of cyberbullying or are a victim of cyberbullying, please follow the procedures below:

Step 1: Submit an Incident Report

There are three ways for a student to report a case of cyberbullying:

1. Email a teacher or administrator.
2. Speak with a teacher or administrator.
3. Report the incident through <https://report.anonymoualerts.com/universityprepacademy>
The form can be filed anonymously, confidentially, or the student may choose to disclose their identity (non-confidential).

Step 2: Receiving an Incident Report

All staff are responsible for receiving oral and written reports. Staff who initially receives an oral or written report of harassment, intimidation, bullying/cyberbullying will notify the Director of Student Services immediately.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying/Cyberbullying

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying/cyberbullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of a report that alleges unresolved, severe, or persistent harassment, intimidation, or bullying/cyberbullying, the Director of Student Services will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, UPA will immediately contact law enforcement and inform the parent/guardian.
2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying/cyberbullying occur between the complainant and the alleged aggressor. If necessary, UPA will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, during break, at lunch, and after school.
3. Within two (2) school days after receiving the Incident Report, the Director of Student Services will notify the families of the students involved that a complaint was received and direct the families to UPA's policy and procedure on harassment, intimidation and bullying/cyberbullying.
4. The investigation will include, at a minimum:
 - a. An interview with the complainant
 - b. An interview with the alleged aggressor

- c. A review of any previous complaints involving either the complainant or the alleged aggressor
 - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
- 5. The Director of Student Services may determine that other steps must be taken before the investigation is complete.
- 6. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, UPA will provide the parent/guardian and/or the student with weekly updates.
- 7. No later than two (2) school days after the investigation has been completed, the Director of Student Services will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - a. The results of the investigation
 - b. Whether the allegations were found to be factual
 - c. Whether there was a violation of policy

Because of the legal requirement regarding the confidentiality of student records, Director of Student Services may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken.

Step 4: Corrective Measures for the Aggressor

After the investigation is complete, the Director of Student Services will institute any corrective measures necessary. These measures will be instituted within two (2) school days after contact has been made to the families or guardians regarding the outcome of the investigation.

If the Director of Student Services found that a student knowingly made a false allegation of harassment, intimidation or bullying, the student may be subject to disciplinary action.

Step 6: Discipline/Corrective Action

UPA will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying/cyberbullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, restorative justice measures, implementation of a behavioral intervention plan, and/or referral to law enforcement.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate support services made available to them.

Social Media Bullying

Social media and apps can be an avenue through which cyberbullying occurs. The following apps and sites may be available for free that gives users the ability to search for people and share or post information about them anonymously. Instances of cyberbullying can occur via texts, videos, and web calls that disappear or do not appear on a device's call or text history.

Some current popular social media and apps include:

Amino	Instagram	Sarahah	WhatsApp	Askfm
Kik	Snapchat	Whisper	Calculator%	Line
Telegram	Youtube	Chartroulette	LiveMe	TikTok
YUBO	Discord	MeetMe	Tumblr	YouNow
Facebook	Omegle	Twitch	Houseparty	Roblox
Facebook live	Reddit	VSCO	WeChat	

Additional Resources

To find more information about cyber bullying and other forms of bullying and harassment, please visit <https://www.cde.ca.gov/ls/ss/se/bullyingprev.asp> and <https://www.stopbullying.gov/>