eSafety Label - Assessment Form

Assessment form submitted by nilüfer yıldırım for EMİRBUHARİ ORTAOKULU - 16.01.2021 @ 16:00:31

Infrastructure

Technical security

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

> **Answer:** Yes, this is part of the job description of the ICT coordinator.

> THE ICT COORDINATORS REGULARLY CHECK THE COMPUTERS TO UPDATE OR REMOVE UNNECESSARY ITEMS

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

> THERE IS A SECURITY WALL APPLICATION ON NETWORK-CONNECTED EQUIPMENTS REQUIRED BY SCHOOL SECURITY POLICY

Question: Are filtering levels uniform across schools or do they depend on user profiles (teacher, pupil, admin staff, etc.) and their level of maturity/seniority?

> **Answer:** Differentiated levels are applied to different ages of pupils and staff.Staff are able to request that certain sites are unblocked or blocked as appropriate.

> FILTERING IS MADE IN CONSIDERING THE AGE OF STUDENTS AT OUR SCHOOL. OUR FILTERING APPLICATIONS ARE ALSO AVAILABLE ACCORDING TO THE STAFF LEVELS.

Pupil and staff access to technology Data protection

Question: How is the storage of school records and other documentation dealt with over time?

> **Answer:** We have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

> COVERED BY OUR SECURITY POLICY

Question: Do you have separated learning and administration environments in your school?

> **Answer:** Yes, we have separated learning and administration environments.

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Question: How are staff and pupil passwords generated for access to your school system?

> **Answer:** All users are attributed a different password by the system.

Software licensing

Question: Do you have an agreed process for installing software on the school system?
> **Answer:** Yes. We have an agreed, effective process.

Question: Does someone have overall responsibility for licensing agreements?
> **Answer:** I don't know.

IT Management

Question: Once new software is installed, are teachers trained in its usage?
> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

Question: Are teachers and pupils allowed to install software to computers that are school property?
> **Answer:** No, this can only be done by the person in charge of the school ICT network.

Policy

Acceptable Use Policy (AUP)

Question: How does the school ensure that School Policies are followed?
> **Answer:** We have regular meetings where policy topics are discussed and non-conformity with the school policies is dealt with.

Question: How do you ensure the school policies are up to date?
> **Answer:** They are revised yearly.

Question: Does your school have an Acceptable Use Policy (AUP)?

> **Answer:** Yes, there is an AUP which covers all members of the school community.

> YES. ALL MEMBERS OF THE SCHOOL ARE INVOLVED AND INFORMED ABOUT THAT POLICY

Reporting and Incident-Handling

Question: Is there a clear procedure if pupils knowingly access illegal or offensive material at school?
> **Answer:** Yes. This is included in written guidance for staff.

> WE HAVE A PROCEDURE PREPARED ON THIS TOPIC.

Question: Is there a procedure for dealing with material that could potentially be illegal?
> **Answer:** Yes.

> WE HAVE A PROCEDURE FOR MATERIALS THAT MAY BE ILLEGAL.

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?
> **Answer:** Yes.

> WE HAVE A PROCEDURE PREPARED ON THIS TOPIC.

Staff policy

Question: Are teachers permitted to use personal mobile devices in the classroom?
> **Answer:** In certain circumstances only, in compliance with the AUP.

> OUR SCHOOL IS FORBIDDEN TO USE DIGITAL DEVICES FOR PERSONAL USE BY TEACHERS AND STUDENTS, REQUIRED BY THE SECURITY PROTOCOL. HOWEVER, WE CAN USE IT FOR AN EDUCATIONAL ACTIVITY.

Pupil practice/behaviour

Question: Does your school have a policy that states how pupils should communicate electronically at school?
> **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

> MENTIONED IN THE POLICY

Question: Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?
> **Answer:** Yes and this is clearly understood by all and applied consistently throughout the school.

> WE ASSESS ONLINE BEHAVIORS REGULAR AND CONSISTENTLY.

School presence online

Question: Is it possible for pupils to take part in shaping the school online presence?

> **Answer:** Yes, pupils have the possibility to feedback on our online presence.

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Practice

Management of eSafety

Question: Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

> **Answer:** The member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

> **ALSO THE ICT COORDINATORS INFORM STAFFS**

Question: How involved are school governors/school board members in addressing eSafety issues?

> **Answer:** There is a named school governor/ board member who reviews eSafety matters.

> **ONE OF THE VICE-PRINCIPAL IS RESPONSIBLE FOR eSAFETY IN THE SCHOOL**

Question: Does the school have a designated member of staff responsible for eSafety?

> **Answer:** Yes.

> **WE HAVE AN ESAFETY TEAM AT SCHOOL. OUR ICT TEACHERS, A VISE PRINCIPAL AND SOME TEACHERS ARE RESPONSİBLE FOR ESAFETY.**

eSafety in the curriculum

Question: Are pupils taught about the risks of sexting?

> **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

> **COVERED BY OUR POLICY.**

Extra curricular activities

Question: Does the school provide eSafety support for pupils outside curriculum time?

> **Answer:** Yes.

> **SUPPORT IS ALWAYS PROVIDED.**

Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

Question: Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

> **Answer:** No.

Staff training

Question: Do all staff receive regular training on eSafety issues?

> **Answer:** Some staff occasionally/sometimes receive eSafety training.

Question: Can teachers organise a training themselves if they have expert knowledge they would like to share with their colleagues?

> **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.

Question: Are teachers aware about the technology that pupils spend their freetime with?

> **Answer:** Yes, this is part of the training and/or information package provided to teachers.