

## ŞEHİT KAZIM ESMER İLKOKULU PRIMARY SCHOOL STRATEGIC E-SAFETY RULES

By developing online security services in our school, it is aimed to protect our students, parents and staff from all kinds of known threats, to take measures against them and to develop strategies to solve the problems they experience.

Rules for teachers, school website, image and video sharing, users, content, internet and information devices usage, mobile phone and personal device usage have been determined.

- a. Teachers: 1. Contributing to the meetings held to develop security policies
2. Taking responsibility for security
3. Using technology safely
4. Observing potentially harmful situations and taking precautions at that moment and directing them to the relevant unit
5. To be informed about possible security issues and Solutions by following blogs and forms on <https://www.esafetylabel.eu/home> site
- b. Website: 1. The website contains an address, phone, fax and e-mail address.
2. The pictures approved by the school web publishing commission are published.
3. Student work is published with the permission of the parents.
- c. Users: 1. Students must obtain permission from their teachers before preparing videos.
2. Permission must be obtained from parents before the image.
3. Videos and conferences should be done through official and approved sites.
4. In personal social media accounts, images containing school students and employees cannot be published without permission from the school web publishing commission.
5. Students must adhere to the Acceptable Use Policy.
6. Students are told that they should come to their teachers or guidance counselors when they encounter cyberbullying or sexual messages.
7. Students are told to protect themselves and their friends from cyberbullying and sexual messages.
8. Our parents should talk to their children about cyberbullying and sexual messages.
9. Our parents should speak to their teacher or counselor whenever our students encounter problems with security.
- D. Use of Internet and secure computing devices:
1. Due to the widespread use of the Internet, it relates the correct use and cyberbullying issues to the curriculum.

2. It should be ensured that students and teachers access the most accurate information in the safest way.
3. Access is provided according to students' ages and abilities.
4. Necessary filtering is done and updated.
5. Our stakeholders are informed about innovations.
6. 11. February. Safe internet day 2020 is used in our school.
7. Network security processes are applied.

to. Mobile phone and personal device usage:

1. Students are prohibited from using mobile phones during school hours.
2. Collective photos and videos are not allowed in the school or in the garden without permission.
3. Responsibility of personal devices belongs to individuals.
4. Responsibility of the negativity arising from unauthorized use belongs to the individuals.
5. Employees are obliged to mute or hang up the phones during class hours.

Pay At our school, our stakeholders are given seminars about secure internet and brochures are distributed.

☐ Our students are given seminars on age-related content, cyberbullying, and sexual content messaging and child abuse levels.

Web A web security commission has been established in our school.

☐ Our teachers have become members of <https://www.esafetylabel.eu/home> and follow the innovations, developments, blogs and resources there. Apart from this, it follows the current information by receiving “Internet Security and e Twinning Ethics” and “Everything About eSafety Label” trainings on the website <http://etwinningonline.eba.gov.tr/>.

In case of any negativity in our school, our teacher who first noticed the event should take the necessary measures and report the situation to the web security commission.