

Assessment form submitted by Havva Kesik for ŞEHİT KAZIM ESMER İLKOKULU - 08.02.2023 @ 19:44:05

Infrastructure

Technical security

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:** There is a basic level of filtering which blocks pornography, violent and illegal content.

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

Pupil and staff access to technology

Question: Are mobile phones and other digital devices allowed in school?

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

We do not allow phones because our students are young

Question: Are staff and pupils allowed to use USB sticks on school computers?

> **Answer:** Yes, but how staff and pupils are allowed to use their USBs is clearly stipulated in our Acceptable Use Policy.

must be in the teacher coordinator

Question: What is the pupil/computer access in your school?

> **Answer:** There are specific computer labs, which can be booked by the teacher and the teachers make good usage of this option.

Question: Are staff and pupils allowed to use their own equipment on the school WiFi network? How is this monitored?

> **Answer:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

only staff can use

Data protection

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

> **Answer:** New users are given a standard password and asked to generate their own password on their first

access.

Question: Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

> **Answer:** Yes, we provide training/manuals around issues like these.

Software licensing

Question: How is the software and license status managed?

> **Answer:** It is part of responsibility of the IT responsible to be able to produce an overview of software and license status at any moment.

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.

Policy

Acceptable Use Policy (AUP)

Question: Does the school have a policy on the use of mobile devices / mobile phones?

> **Answer:** We sometimes use mobile phones as a pedagogical tool, but don't have a specific policy on their use at school.

teachers use the phone sometimes for lesson

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.

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.

Question: Does your school have a strategy in place on how to deal with bullying, on- and offline?

> **Answer:** Yes, we have a whole-school approach, addressing teachers, pupils and parents. It is also embedded into the curriculum for all ages.

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

> **Answer:** Yes.

Staff policy

Question: Is there a School Policy that states how staff should behave online?

> **Answer:** Yes, we have regularly updated guidelines clearly laid out in the School Policy on this.

Question: Are teachers permitted to use personal mobile devices in the classroom?

> **Answer:** In certain circumstances only, in compliance with the AUP.

Pupil practice/behaviour

Question: When discussing eSafety related aspects, do pupils have the possibility to shape (extra-curricular and curricular) school activities based on what is going on in their daily lives?

> **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

School presence online

Question: Is someone responsible for checking the online reputation of the school regularly?

> **Answer:** Yes.

school administrators

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

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.

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

> **Answer:** It is a shared responsibility for all staff.

eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes, in the ICT curriculum.

Our school counselor gives seminars to our students about security at certain times.

Question: Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

> **Answer:** Yes, from an early age on.

Question: Are legal consequences of online actions discussed with pupils? Topics would include terms and

conditions, online payments, copyright.

- › **Answer:** Only for the older pupils.

Extra curricular activities

Question: Does your school celebrate 'Safer Internet Day'?

- › **Answer:** Yes, the whole school celebrates 'SID'.

Sources of support

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

- › **Answer:** We actively encourage pupils to become peer eSafety mentors by offering facultative courses and/or school rewards on eSafety topics or similar.

Staff training

Question: Are teachers trained on the topic of cyberbullying?

- › **Answer:** Yes, every teacher.

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.

Final comments

"We have documents regarding e security"