eSafety Label - Assessment Form

Assessment form submitted by Nurdan Bayrak Akdemir for Altıntepe Ortaokulu - 18.01.2021 @ 13:10:40

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.

Yes,regularly

Pupil and staff access to technology

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

› **Answer:** Pupils can bring their own laptops/tablets to school and/or it is easy for the teacher to provide the student with a computer within the class when needed.

Students benefit from the school's registered computers

Data protection

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.

Yes, they are constantly informed

Question: How is pupil data protected when it is taken 'off site' or being sent by email?

› **Answer:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

It is included in our e-security policy

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

› **Answer:** No, they are on the same server.

Since the education and training environment are connected to the same institution, they are on the same server.

Software licensing

Question: How is the software and license status managed?

- **Answer:** This is a shared task between several people and information can be gathered in a short time frame.

It's managing by the decisions of the e-security team

Question: Does someone have overall responsibility for licensing agreements?

- **Answer:** Yes.

School Management

Question: Has the school set a realistic budget for the software needs?

- **Answer:** No.

It does not have a special budget, but it is determined by decision in case of need.

IT Management

Question: What happens if a teacher would like to acquire new hard/software for the school network?

- **Answer:** Once a year we have a staff meeting where decisions about new hard/software are made.

We have a staff meeting once a year where decisions are made about new hardware / software, but it is evaluated when necessary.

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.

We regularly hold e-security meetings.

Policy

Acceptable Use Policy (AUP)

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

- **Answer:** Yes.

Yes, it is available in our school's e-security policy

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.

We have regular e-safety meetings where policy issues are discussed and non-compliance with school policies are addressed.

Reporting and Incident-Handling

Question: Does the school take any responsibility for any online incidents that happen outside the school?

- **Answer:** No.

Support is provided by notifying the relevant institutions.

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.

Yes, student behavior is in the review board. This is included in written guidance for staff.

Question: Are incidents of cyberbullying logged centrally?

- **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

Yes, we log events if they happen and we also log them via the eSecurity Tag event handling form.

Question: Is there a procedure for dealing with material that could potentially be illegal?

- **Answer:** It is left to teachers to deal with this when the issue arises.

There is no procedure, but if needed, support can be obtained from the relevant institutions.

Staff policy

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

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

Only when it's needed

Pupil practice/behaviour

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.

Yes, it is being applied consistently throughout the school.

School presence online

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

- **Answer:** Not officially, but the ICT coordinator/a senior teacher assumes this role.

The e-security team, including the school administration, is responsible.

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.

Of course,it is possible

Practice

Management of eSafety

Question: Is there one single person responsible for ICT usage and online access in your school?

- **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

Both the e-security team and teachers are responsible

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.

In our e-security team has a designated school administrator / board member who reviews E-Security issues.

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

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

All stakeholders of the school are responsible

eSafety in the curriculum

Question: Are legal consequences of online actions discussed with pupils? Topics would include terms and conditions, online payments, copyright.

- **Answer:** Yes, in all grades.

Yes, it is discussed with all classes

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?

- **Answer:** Yes, we make this a priority in our school from a young age.

Yes, it is discussed with all classes within the subject of the curriculum.

Question: Do you include sexting and the school's approach to it in your child protection policy?

- **Answer:** Yes, sexting is referenced in the child protection policy and there are clear guidelines on how to deal with incidents.

Yes, gender discrimination is stated clearly in the child protection policy

Question: Is eSafety taught as part of the curriculum?

- **Answer:** Yes.

Yes,it is frequently included in the curriculum of courses such as Turkish, English, Information Technologies, Social Studies.

Extra curricular activities

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

- **Answer:** Yes.

The school provides e-Security support when students need it

Question: Does the school have any up-to-date information about the online habits of pupils?

- **Answer:** Yes, we have plenty of information.

Yes,we get information through surveys.

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:** An informal network of 'eSafety expert' pupils exists.

Yes, there are student teams with peer collaboration

Staff training