ALTINTEPE SECONDARY SCHOOL E-SAFETY POLICY

1. OBJECTIVE;
a. Altıntepe Secondary School believes that online security (e-Safety) is an indispensable element for the protection of children and adults in the digital world with computers, tablets, mobile phones or game consoles.
b. Altıntepe Secondary School believes that the internet and information communication technologies are an important part of daily life.
c. Altıntepe Secondary School has the obligation to offer quality internet access in order to raise the educational standards, encourage success, support the professional work of the staff and improve management functions.
ç. Altıntepe Secondary School is responsible for ensuring that all stakeholders are protected from potential harm online.

2. SCOPE;
a. This policy has been prepared for administrators, teachers, support staff, students and parents. All these elements are considered as stakeholders.
b. This policy covers the use of all communication devices by stakeholders, including internet access and personal devices, including remote access.

3. RESPONSIBILITIES;
The responsibilities of the employees are as follows;
- Contributing to the development of online security policies.
- Read and adhere to the Acceptable Use Policies.
- Being responsible for the security of school systems and data.
- To be aware of online safety and share it with families.
- Modeling good practices when using new and emerging technologies.
- Associate curriculum with online safety education as far as possible.
- To take precautions in risky matters by following school protection policies and procedures. Emphasizing safe learning opportunities.
- Taking personal responsibility for professional development in this area.

Basic Responsibilities of Altıntepe Secondary School Students:
- Contributing to the development of online security policies .
- Setting and complying with School Acceptable Use Policies (AUPs) .
- Respecting the feelings and rights of others, both online and offline .
- Seek help from a trusted adult if things go wrong and support others with online safety issues .

Parents' responsibilities are:
- To support school online security approaches and reinforce safe online behaviors at home. Reading and adhering to the School's Acceptable Use Policies, contributing to the establishment of the school's online safety policies.
- Modeling the safe and appropriate use of technology and social media.

- Detecting changes that indicate that the child is at risk of harm online.
- Seek help or support if they or their children encounter problems or issues online.
- Using school systems safely and appropriately, such as learning platforms and other networking resources.
- Being responsible for their own awareness and learning of the opportunities and risks posed by new and emerging technologies.

4. MANAGING THE SCHOOL WEBSITE;

a. Contact information on the website will be school address, e-mail and telephone number. Personal information of staff or students will not be published.

b. The School Principal will take responsibility for the overall publication of posted online content and ensure that the information is accurate and relevant.

c. The website will comply with the school's publication guidelines, including accessibility, respect for intellectual property rights, privacy policies, and copyright.

ç. E-mail addresses will be carefully posted online to avoid spam mails.

d.Student work will be published with the permission of the students or their parents.

to. The administrator account of the school website will be properly protected by encryption with a strong password.

f. The school will provide information on online security on the website for the use of stakeholders.

5. ONLINE IMAGE AND VIDEO BROADCASTING;

a. The school will ensure that all images and videos posted online are used in accordance with the school official usage policy.

b. The School will ensure that all images and videos are covered in compliance with other policies and procedures such as data security, Acceptable Use Policies, Code of Conduct, social media, and the use of personal devices and mobile phones.

c. In accordance with the image policy, written consent of the parents will always be sought before the students' pictures / videos are published electronically.

6. USE OF OFFICIAL VIDEO CONFERENCE AND WEB CAMERA FOR EDUCATIONAL PURPOSES;

a. The school recognizes that video conferencing is a challenging activity with a wide variety of learning benefits. Preparation and evaluation are essential for the whole activity.

b. All video conferencing equipment will be turned off when not in use and when available and will not be set to auto answer.

c. External IP addresses will not be available to other sites.

ç. Video conference contact details will not be shared publicly.

d.Video conferencing equipment will be kept securely and, if required, locked out when not in use.

to. School video conferencing equipment will not be removed from school buildings without permission.

f. Staff will ensure that external video conferencing opportunities and / or tools are appropriately evaluated and ensure that the accounts and systems used to access events are appropriately secure and confidential.

g. Video conferencing will be supervised appropriately for the age and ability of the students.

h. Parents' consent will be obtained before students participate in videoconferencing activities.

I. Video conferencing will take place through formal and approved communication channels, following a robust risk assessment.

I. Only the main administrators will be given access to the video conference administration areas or remote control pages.

j. Private login and password information for educational video conferencing services will be provided only to staff and will be kept confidential.

k. When recording a video conferencing lecture, written consent will be obtained from all sites and participants. At the start of the conference the reason for the recording must be stated and video conference recording must be available to all parties. Recorded materials will be stored securely.

l. If third party material is to be included, the school will check whether this recording is acceptable to avoid infringing on the third party's intellectual property rights.

m. The school will establish a dialogue with other conference participants before joining a video conference.

7. PROPER AND SAFE USE OF THE INTERNET AND RELATED DEVICES;

a. Internet use is an important feature of educational access.

b. The school's internet access will be designed to improve and expand education.

c. Internet access levels will be reviewed to reflect curriculum requirements and student / parent abilities.

ç. All school devices will be used in accordance with the school's Acceptable Use Policy and with appropriate safety precautions.

d. All stakeholders will be trained in the effective use of internet research, including skills for locating, retrieving and evaluating information.

to. The school will ensure that all stakeholders comply with copyright laws of Internet-derived material.

f. All stakeholders will be taught to think critically before accepting the accuracy of information read or displayed.

g. The evaluation of online materials is part of teaching and learning in all subjects and is seen as a whole in the curriculum.

8. USE OF PERSONAL DEVICES AND MOBILE PHONES;

a. The use of mobile phones and other personal devices by all stakeholders will be determined by the school and this will be included in the appropriate policies, including the School Acceptable Use Policy.

b. Altıntepe Secondary School is aware of the fact that personal communication with mobile technologies is an accepted part of daily life; however, it requires such technologies to be used safely and appropriately in school.

c. Use of personal devices and mobile phones will be conducted in accordance with the law and school policies.

ç. The responsibility of any electronic device brought to the field belongs to the user. The school takes no responsibility for any loss, theft, or damage to such items. The school accepts no responsibility for the potential or actual adverse health effects caused by such devices.

d. Abuse or sending of inappropriate messages or content via mobile phones or personal devices is considered as part of the discipline / behavior policy.

to. All stakeholders of the Altıntepe Secondary School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage.

f. All stakeholders of the Altıntepe Secondary School community are advised to use passwords / pin numbers to ensure that unauthorized calls or transactions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers must be kept secret. Cell phones and personal devices should not be shared.

g. All stakeholders of the Altıntepe Secondary School community are advised to make sure that their cell phones and personal devices do not contain any content that is offensive, disparaging or otherwise contrary to school policies.

9. USE OF STUDENT / PARENT'S PERSONAL DEVICES AND MOBILE PHONES;

a. All stakeholders will be trained on the safe and appropriate use of personal devices and mobile phones.

b. All use of mobile phones and personal devices will be in accordance with the acceptable usage policy.

c. Cell phones cannot be used within the school during classes or official school hours, unless they are part of curriculum-based activities.

ç. The use of mobile phones or personal devices in the educational event will take place when approved by the school administration.

d. Using a school phone when a student's parent needs to be called will be allowed.

to. It is recommended that parents do not communicate with their children by mobile phones during school hours and contact the school administration. In exceptional cases, exceptions may be allowed as approved by the teacher.

10. USE OF PERSONAL DEVICES AND MOBILE PHONES OF THE STAFF;

a. Staff may not use personal devices such as cell phones, tablets or cameras to take photos or videos of students and only use equipment provided for this purpose.

b. Staff do not use any personal devices directly with students and only use equipment provided by the school during lessons / training activities.

c. Staff will ensure that any use of personal phones and devices is always carried out in accordance with data protection and relevant school policy and procedures.

ç. Personal mobile phones and devices of the staff are turned off / silent during class hours.

d. Bluetooth or other forms of communication must be "hidden" or turned off during class hours.

to. Personal mobile phones or devices cannot be used during teaching hours, unless permitted by the school administration in emergencies.

f. Disciplinary action is taken in cases where a staff member violates school policy.

g. Legal action will be taken if a staff member has illegal content stored or stored on a mobile phone or personal device, or has committed a criminal offense.

11. TRAINING OF STAFF;

a. The online safety (e-Safety) policy will be formally formed, discussed, strengthened and emphasized as part of our responsibility to protect, with the participation of all employees.

b. Staff will be aware that Internet traffic can be traced to a single user.

c. Up-to-date and appropriate staff training on safe and responsible Internet use will be provided regularly (at least annually) to all members of staff, professionally and personally.

ç. The school highlights useful online tools that all stakeholders should use according to their ages and abilities.

12. EDUCATION OF STUDENTS AND PARENTS;

a. An online safety (e-Safety) curriculum will be created to raise awareness among all stakeholders about the importance of safe and responsible internet use.

b. Training on safe and responsible use will be given before internet access.

c. Stakeholders will contribute as the school writes and develops online safety policies and practices, including curriculum development and implementation.

ç. Stakeholders will be supported to read and understand the Acceptable Use Policy in a manner appropriate to their age and ability.

d. All users will be notified that network and internet usage will be monitored.

to. Acceptable Usage expectations and Posters will be posted in all rooms with Internet access.

f. Outside support will be used to complement and support schools' internal approaches to online security (e-Safety) education.

g. The school will reward stakeholders when they use technology positively.

h. Altıntepe Secondary School recognizes that parents have an important role to play so that children can become reliable and responsible users of the internet and digital technology.

I. Parents' attention will be directed to the school online safety (e-Safety) policy and expectations on the school descriptions and school website.

I. Parents will be encouraged to read the School's Acceptable Use Policy and discuss its effects with their children.

j. Information and guidance for parents on online safety will be offered.

k. Parents will be encouraged to role model positive behaviors for their children online.

13. ONLINE EVENTS AND SECURITY PROBLEMS;

a. All stakeholders of the school, substance abuse, sexting, online / cyberbullying, etc. You will be informed of the variety of online risks that can be encountered, including.

b. This aspect will be highlighted in the education and training approaches of school staff towards students.

c. All stakeholders of the school are involved in filtering, substance abuse, sexting, cyberbullying, illegal content violation, etc. will be informed about the procedure for reporting online security (e-Safety) incidents.

ç. Complaints about misuse of the Internet will be handled within the school's complaints procedures.

d. Online / cyberbullying complaints will be handled within the scope of the school's anti-bullying policy and procedure.

to. Any complaints about staff misuse will be directed to the school principal.

f. The school complaints procedure will be communicated to students, parents and staff.

g. All stakeholders of the school should be aware of the importance of confidentiality.

h. The school will notify parents of any issues deemed risky when needed.

I. Once any investigation is complete, the school will determine the lessons learned and implement the changes as necessary.

I. Parents and students need to work together with the school to solve problems.

14. POLICY DECISIONS

a.The school will maintain an up-to-date record of all staff and students who are allowed access to the school's devices and systems .

b.All staff, students, and visitors will read and sign the Acceptable Use Policy before using any school resource .

c. Parents will be informed that students will be provided with controlled Internet access appropriate to their ages and abilities .

d . Parents will be asked to read the Acceptable Use Policy for student access and to talk to their children as needed .

e. Access to vulnerable members of the community (such as children with special educational needs) will be considered.

Our School Social Media Parent Permission Form Example:

ALTINTEPE SECONDARY SCHOOL DIRECTORATE STUDENT SOCIAL MEDIA PARENT PERMIT

Ministry of National Education Directive on School Websites, Article 8, paragraph 14

A consent letter is obtained from the relevant person in order to publish images of the administrator, teacher, other staff and students on the school website. It is called.

For this reason, on the official website of our school http://altintepeortaokulu.meb.k12.tr , social activities, excursions, classroom activities, family participation, certain day and week celebrations, National holidays and projects prepared by our school etc.
I / I do not allow / do not allow the broadcasting of the audio, image (photo) and video recordings taken from the events and the works (pictures, etc.)

I supply your requirement.

☐ I allow. ☐ I do not allow.

Date :

Parent's Name and Surname: Parent's Signature: