eSafety Label - Assessment Form

Assessment form submitted by Filiz Gökçe Zengin for Samsun İbrahim Tanrıverdi Sosyal Bilimler Lisesi - 21.01.2021 @ 22:31:56

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.

Pupil and staff access to technology

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.

> **There are 30 computers in our lab which can be used directly by the students.**

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.

Data protection

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

> **Answer:** We store all school records in a safe environment.

> **ICT teacher is also responsible for storing of all school records in a safe environment. In addition to that all kind of documentation is kept by the server of Ministry of Education..**

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

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

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.

> **ICT and e-Twinner teachers hold seminars and webinars to inform all school members.**

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.

Software licensing

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

> **Answer:** Yes.

> **Firstly Ministry of ,Education has Windows Licence for smart boards.Also open licences are used for the other devices like Linux and Pardus. Except from these licences and the other software needs, the school has a realistic budget.**

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

> **Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

Policy

Acceptable Use Policy (AUP)

Question: How do you ensure the school policies are up to date?

> **Answer:** They are revised yearly.

> **We have regular meetings where policies of Ministry of Education are discussed.several times during the year.**

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

> **Answer:** Yes.

> **The students can bring their mobile phones to the school provided that they are off during the lessons. But the students can use their mobile phones for educational purposes in the classroom.**

Reporting and Incident-Handling

Question: Are incidents of cyberbullying logged centrally?

> **Answer:** Not really, handling cyberbullying incidents is up to the individual teacher.

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.

Staff policy

Question: Do you inform teachers about the risks that come with potentially non-secured devices, such as

smartphones?

> **Answer:** Yes, they are clearly formulated in the School Policy and discussed in regular intervals.

> **This is done by ICT Teacher as individuals or groups.**

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:** Yes.

> **Only for school purpose.**

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.

School presence online

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

> **Answer:** Yes.

> **Our schools has official Instagram, Facebook (closed group) , Twitter and Youtube accounts.**

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

> **Answer:** Yes.

> **Initially the major responsibility belong to the Director or Vice Director. Also we have a Website Brodcast Comission which consists of the School Counselor, a Literature Teacher, ICT Teacher and a Vice Director.**

Practice

Management of eSafety

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.

> **We also have a club named The Protection of Personal Data.**

eSafety in the curriculum

Question: Are pupils taught about the risks of sexting?

> **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and

risks associated with the use of social media and digital images.

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.

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

> **E-safety is taught to all grades as part of the curriculum not only in ICT, Counseling Course but also in e-Twinning projects**

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

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.

Extra curricular activities Sources of support

Question: Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

> **Answer:** Yes, we have a lot of support from them.

> **The school counsellor also organizes several e-safety meetings both for the students, teachers and the other staff.**

Question: Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?

> **Answer:** Yes, the school counselor is knowledgeable in eSafety issues.

> **Pupils can also address to the school directory and Discipline Comission if an online incident occurs outside the school.**

Staff training

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.

> **The teachers are willing to attend those kind of training activities such as seminars, webinars and courses provided by the Turkish Social Qualified Educational Content Network (EBA), e-Twinning, Samsun Academy (Online Learning Platform) and Ministry of Education**

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

> **Answer:** Yes, all staff receive regular training on eSafety.