

Assessment form submitted by duygu çevik for ÖĞRETMEN MELAHAT HÜDAİ GÜRBÜZ İLKOKULU / ANAOKULU - 25.01.2023 @ 16:42:37

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: 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.

Question: Are all of your school computers virus-protected?

> **Answer:** Yes, all school computers are virus-protected.

Pupil and staff access to technology 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: How is the storage of school records and other documentation dealt with over time?

> **Answer:** We have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

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

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

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

> **Answer:** All sensitive pupil data is encrypted and stored separately from the learning environment that pupils use.

Software licensing

Question: Do you have an agreed process for installing software on the school system?

> **Answer:** Yes. We have an agreed, effective process.

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:** There is a procedure in place that allows any staff member to make a request which will lead to an informed decision within a reasonable amount of days on whether new hard/software should be acquired.

Policy

Acceptable Use Policy (AUP)

Question: Does your school have an Acceptable Use Policy (AUP)?

- > **Answer:** Yes, there is an AUP which covers all members of the school community.

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

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

Reporting and Incident-Handling

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

- > **Answer:** Yes.

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 procedure for dealing with material that could potentially be illegal?

- > **Answer:** Yes.

Staff policy

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

- > **Answer:** Yes.

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.

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: 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: 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.

Practice

Management of eSafety

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

> **Answer:** Yes.

eSafety in the curriculum

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.

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: 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 the eSafety curriculum progressive?

> **Answer:** Yes.

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.

Extra curricular activities

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

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

evet, velilerimiz bu konuda ekstra bilinçlendiriliyor.

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: Do all staff receive regular training on eSafety issues?

> **Answer:** Some staff occasionally/sometimes receive eSafety training.

Question: Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, every teacher.

Her yılın başında bu konuda öğretmenler bilinçlendirilmiştir.