eSafety Label - Assessment Form

Assessment form submitted by Esra Akış for Selimiye İlkokulu - 23.01.2023 @ 17:29:04

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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.

> As they are primary school students, they do not bring their own computers. Controlled access is provided by bringing MEB Certified laptops in our school to the classroom environment.

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.

> Our students are between the ages of 4-10. They do not bring their own personal devices to school. Teachers' wifi access is already restricted without installing MEB Certificate. Every staff member who installs the MEB Certificate on their personal device ensures efficient and safe wifi use.

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.

> Our devices are supported with virus protection software. First, it is determined whether the USBs are safe or not.

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.

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

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.

Software licensing

Question: Do you have an agreed process for installing software on the school system?
> **Answer:** Yes. We have an agreed, effective process.

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 wether new hard/software should be acquired.

> **In line with this procedure, starting from the lower step, the safest way and method is determined by immediately communicating with the district coordinator teachers. The problem is solved by the procedure in the safest and shortest way.**

Policy

Acceptable Use Policy (AUP)

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.

Question: Does the school have a policy on the use of mobile devices / mobile phones?
> **Answer:** Yes.

> **Due to the age of our students, mobile phones etc. are not allowed in the school. Families can reach students at any time through their teachers, and laptop computers are used for obtaining information.**

Question: Does your school have an Acceptable Use Policy (AUP)?
> **Answer:** Yes, there is an AUP which covers all members of the school community.

Reporting and Incident-Handling

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.

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 the school take any responsibility for any online incidents that happen outside the school?
> **Answer:** No.

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.

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.

School presence online

Question: Does the school have an online presence on social media sites?
> **Answer:** Yes.

> **The school has a facebook and instagram address, which operates according to the plan and rules determined at the meetings and is under the supervision of the responsible board. In these ways, dissemination activities are provided.**

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.

> **All boards and commissions at the school must have an administrative staff member.**

Question: Does the school have a designated member of staff responsible for eSafety?
> **Answer:** It is a shared responsibility for all staff.

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.

eSafety in the curriculum

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.

Our school's Psychological Counselor and Guidance Teacher organizes information meetings for parents, teachers and students. Our classroom teachers also implement activities and information in their classrooms by integrating them into 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.

Reference is made in our E Security School Plan.

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.

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

Extra curricular activities

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

> **Answer:** Yes.

eTwinning projects are organized in our school. At the beginning of each of our projects, we have parent and student trainings.

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

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

Sources of support Staff training

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.

Our school is an institution where cooperation and peer learning occur in every sense. Our school administration also supports all activities for the professional development of teachers and the development and learning of students.