eSafety Label - Assessment Form

Assessment form submitted by sibel Madenli Civelek for ZEYTİNBURNU FATMA SÜSLÜGİL İLKOKULU - 18.01.2023 @ 23:06:45

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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

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

> **Virus protection programs are updated by our school IT manager**

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 smart boards in our school and since we work with a small age group, our students can use the smart board under the guidance of their teachers.**

Question: Are mobile phones and other digital devices allowed in school?

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

> **It is forbidden for our students to bring and use mobile phones, as stated in our school and security policy.**

Data protection

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

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

> **In our school, learning and management environments are located separately from each other.**

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.

> **New users are given standard passwords by our school administration and we use these**

Software licensing

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

> **Answer:** Yes.

In our school, a budget is determined for software needs and this is included in the strategic plan.

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

It is part of responsibility of the IT responsible to be able to produce an overview of software and license status at any moment.

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

> **Answer:** There are a few members of staff that everyone can ask to do this.

IT Management

Question: Are teachers and pupils allowed to install software to computers that are school property?

> **Answer:** No, this can only be done by the person in charge of the school ICT network.

In our school, teachers and students are not allowed to install software on computers.

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.

https://fsi.meb.k12.tr/icerikler/e-guvenlik-politikamiz_13658433.html

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

> **Answer:** Yes.

https://fsi.meb.k12.tr/icerikler/e-guvenlik-politikamiz_13658433.html

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 inform our teachers about safe internet and share our school security policy

Reporting and Incident-Handling

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

> **Answer:** Yes.

We have a procedure for potentially illegal material and we cover it in our e-security policy.

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

> **Answer:** Yes.

We have a clear procedure that details what to do when inappropriate or illegal material is discovered. https://fsi.meb.k12.tr/icerikler/e-guvenlik-politikamiz_13658433.html

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.

https://fsi.meb.k12.tr/icerikler/e-guvenlik-politikamiz_13658433.html

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

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

Teachers can enter the classrooms with their mobile phones in case of emergencies with students.

Pupil practice/behaviour

Question: When discussing eSafety related aspects, do pupils have the possibility to shape (extra-curricular and curricular) school activities based on what is going on in their daily lifes?

> **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

Yes, there is flexibility in our curriculum in this regard.

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.

https://fsi.meb.k12.tr/icerikler/e-guvenlik-politikamiz_13658433.html

School presence online

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

> **Answer:** Yes.

> **Aysel SELÇUK**

Practice

Management of eSafety

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

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

> **Safety is the shared responsibility of all staff with the leadership of eTwinning club teachers.**

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.

> **Yes, our students are taught their responsibilities and consequences when using social media. We are also working on the issue during the safe internet week.**

Question: Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

> **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

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

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

> **We share the legal consequences of online actions with students. We talk about the resources and copyrights we use while doing our project work to our children and discuss their importance.**

Extra curricular activities

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

> **Answer:** Yes.

> **In our school, our students are given e-safety training. In our eTwinning projects, great importance is attached to our work on e-security.**

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

Sources of support

Question: Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?
> **Answer:** Yes, we have some support from them.

We carry out our work with the support of our school administration and other personnel.

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.

Our students know their rights regarding the protection of personal data and they set an example for their peers, especially thanks to our eTwinning work.

Staff training

Question: Do all staff receive regular training on eSafety issues?
> **Answer:** Some staff occasionally/sometimes receive eSafety training.

Our school's eTwinning club teachers receive professional development training to promote internet safety.

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.

Teachers are aware of the technology that students spend their free time with and they do information and work on this subject.