

Assessment form submitted by Ferah Akar for Yıldırım İlkokulu - 26.12.2022 @ 19:03:03

## Infrastructure

### Technical security

**Question:** Is the school system protected by a firewall?

> **Answer:** Yes.

**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:** 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.

**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.

**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.

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

> **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

### 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.

### Software licensing

**Question:** Does someone have overall responsibility for licensing agreements?

> **Answer:** I don't know.

**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 whether new hard/software should be acquired.

## Policy

### Acceptable Use Policy (AUP)

**Question:** How does the school ensure that School Policies are followed?

- › **Answer:** Teachers and pupils have to sign the policy. In the case of pupils it is read and discussed in class.

**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:** Are incidents of cyberbullying logged centrally?

- › **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

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

- › **Answer:** Yes.

**Question:** Does the school take any responsibility for any online incidents that happen outside the school?

- › **Answer:** Yes, and all staff, pupils and parents understand this.

### 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.

**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:** What happens to a teacher's account once s/he changes her/his role or leaves the school?

- › **Answer:** The administrator is informed and immediately deactivates the teacher account or adjusts rights where possible.

### Pupil practice/behaviour School presence online

**Question:** Does your school policy contain a section on the taking and publishing of photographs of, and by, pupils, parents and staff?

- › **Answer:** Yes, we have a comprehensive section on this in our School Policy.

**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:** Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

› **Answer:** The member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

**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.

### eSafety in the curriculum

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

› **Answer:** Yes, in all grades.

**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.

**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'.

### Sources of support

**Question:** Does the school provide eSafety support for parents?

› **Answer:** Yes, regularly.

**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.

**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.

**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.

## Staff training