eSafety Label - Assessment Form

Assessment form submitted by Gül ÖZDEMİR for BARBAROS ORTAOKULU - 12.01.2021 @ 11:52:11

Infrastructure

Technical security

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

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

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.

Pupil and staff access to technology

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.

> **Personel kendi kişisel cihazlarını kullanarak WiFi'ye erişebilirler. Kullanım, herkes tarafından kabul edilen ve anlaşılan sağlam bir Kabul Edilebilir Kullanım Politikası ile yönetilir. Öğrenciler okulun mevcut imkanlarından faydalanabilirler.**

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

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

Data protection

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

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

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.

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: How is the software and license status managed?

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

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.

Policy

Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

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

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

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

> **Answer:** Yes.

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

> **Answer:** Yes, but this responsibility has not been communicated to everyone.

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

> **Answer:** Yes.

Staff policy 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.

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 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.

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: 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.

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

> **Answer:** Yes.

eSafety in the curriculum

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: 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: 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

Question: Does the school have any up-to-date information about the online habits of pupils?

> **Answer:** Yes, we have a little information.

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.

Staff training

Question: Are teachers trained on the topic of cyberbullying?

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