eSafety Label - Assessment Form

Assessment form submitted by İdil Tuğçe Akalın for Toplu Konut İdaresi Anaokulu - 19.01.2023 @ 13:24:54

Infrastructure

Technical security

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 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: Is the school system protected by a firewall?
> **Answer:** Yes.

Pupil and staff access to technology

Question: Are mobile phones and other digital devices allowed in school?
> **Answer:** Some teachers allow mobile phones to be used in class as part of the class activity, due to the potential learning benefits mobile phones and digital devices can bring to the classroom.

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.

Data protection

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: 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 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: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

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:** We sometimes use mobile phones as a pedagogical tool, but don't have a specific policy on their use at school.

Reporting and Incident-Handling

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

> **Answer:** Yes.

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

> **Answer:** Yes.

Question: Are incidents of cyberbullying logged centrally?

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

Staff policy 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.

Question: Does your school have a policy that states how pupils should communicate electronically at school?

> **Answer:** Not really, it is up to individual teacher to discuss this in class.

School presence online

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

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

> **Answer:** Yes.

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 it possible for pupils to take part in shaping the school online presence?

› **Answer:** No.

> **Öğrencilerimiz yaş grubu itibariyle okuma-yazma bilmemektedirler.**

Practice

Management of eSafety

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.

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?

› **Answer:** Yes, but only with older pupils.

Question: Do you include sexting and the school's approach to it in your child protection policy?

› **Answer:** No, sexting is not specifically mentioned although there are references to inappropriate behaviour by pupils online.

Extra curricular activities

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

› **Answer:** Yes.

Sources of support

Question: Does the school provide eSafety support for parents?

› **Answer:** Yes, regularly.

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

Question: Are teachers trained on the topic of cyberbullying?

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

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.