

Assessment form submitted by Mürvet Yüzden Şen for HASAN ALİ YÜCEL İLKOKULU -
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Infrastructure

Technical security

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:** Differentiated levels are applied to different ages of pupils and staff. Staff are able to request that certain sites are unblocked or blocked as appropriate.

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, this only requires special permission from the teacher/ICT coordinator.

İzinler kontrol altındadır

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 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.

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

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

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

- › **Answer:** Yes.

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.

Question: Once new software is installed, are teachers trained in its usage?

- **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

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.

Question: Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

- **Answer:** Yes, eSafety is an integral part of several school policies.

e güvenlik politikamız vardır.

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

- **Answer:** When changes are put into place at school that impact the policy, they are updated immediately.

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 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

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

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 lives?

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

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.

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.

Question: Is there one single person responsible for ICT usage and online access in your school?

- **Answer:** Yes.

eSafety in the curriculum

Question: Are all pupils in your school taught about eSafety?

- **Answer:** Yes, all pupils in all year groups.

Question: Are pupils taught about the risks of sexting?

- **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

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.

Question: Is eSafety taught as part of the curriculum?

- **Answer:** Yes.

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.

Extra curricular activities Sources of support Staff training

Question: Do all staff receive regular training on eSafety issues?

- **Answer:** Yes, all staff receive regular training on eSafety.

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.