eSafety Label - Assessment Form

Assessment form submitted by Ayşe Ozan Kara for YUNUS NADİ İLKOKULU - 17.12.2020 @ 13:58:29

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.

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.

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 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:** 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.

Data protection

Question: Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

› **Answer:** Yes, we provide training/manuals around issues like these.

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

> **Answer:** Yes.

IT Management

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

> **Answer:** Policies are revised adhoc.

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: 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.

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

> **Answer:** Yes.

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.

Staff policy

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 onces 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 lifes?

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

activities.

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 it possible for pupils to take part in shaping the school online presence?
> **Answer:** Yes, pupils have the possibility to feedback on our online presence.

Practice

Management of eSafety 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: Are all pupils in your school taught about eSafety?
> **Answer:** Yes, all pupils in all year groups.

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: 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.

Extra curricular activities

Question: Does your school celebrate 'Safer Internet Day'?
> **Answer:** Yes, the whole school celebrates 'SID'.

Question: Does the school have any up-to-date information about the online habits of pupils?
> **Answer:** Yes, we have plenty of information.

Sources of support 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.

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

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

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.

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