

Assessment form submitted by SERPİL AYDIN for Atatürk İlkokulu - 10.02.2020 @ 15:03:42

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

- > **Answer:** Yes.

### 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.

**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:** How are staff and pupil passwords generated for access to your school system?

- > **Answer:** All users are attributed a different password by the system.

**Question:** How is pupil data protected when it is taken 'off site' or being sent by email?

- > **Answer:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

### Software licensing

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

- > **Answer:** Yes.

**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.

## 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.

**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:** 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:** 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, and all staff, pupils and parents understand this.

### Staff policy

**Question:** Are teachers permitted to use personal mobile devices in the classroom?

- › **Answer:** In certain circumstances only, in compliance with the AUP.

**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:** 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:** 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.

## 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.

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

> **Answer:** It is a shared responsibility for all staff.

### 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:** 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:** Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

**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

**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.

## 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.