

Assessment form submitted by SONER KAHRAMAN for İşgir Ortaokulu - 12.01.2023 @ 09:40:10

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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:** 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.

Pupil and staff access to technology

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 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.

Software licensing

Question: Do you have an agreed process for installing software on the school system?

> **Answer:** Yes. We have an agreed, effective process.

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: 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: 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: 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.

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: 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 if pupils knowingly access illegal or offensive material at school?

- › **Answer:** Yes. This is included in written guidance for staff.

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 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.

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

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: 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: 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.

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 pupils taught about the risks of sexting?

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

Question: Are legal consequences of online actions discussed with pupils? Topics would include terms and conditions, online payments, copyright.

- › **Answer:** Yes, in all grades.

Extra curricular activities

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

- › **Answer:** Yes, we have plenty of information.

Question: Do pupils do peer mentoring about eSafety?

- › **Answer:** Yes, on a regular basis.

Sources of support Staff training

Question: Are teachers trained on the topic of cyberbullying?

- › **Answer:** Yes, every teacher.

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.

