

Assessment form submitted by FAHRİ KIZILARSLAN for YAHYA KEMAL BEYATLI İLKOKULU - 20.01.2023 @ 13:18:24

Infrastructure

Technical security 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.

Data protection

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.

Our school creates safeenvironment in all aspects, and our studens receive education in safer environment.

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

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

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

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

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:** Once a year we have a staff meeting where decisions about new hard/software are made.

Policy

Acceptable Use Policy (AUP)

Question: How does the school ensure that School Policies are followed?

> **Answer:** Teachers and pupils have to sign the policy. In the case of pupils it is read and discussed in class.

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.

Reporting and Incident-Handling

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

> **Answer:** Yes.

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

> **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.

Question: Does your school have a strategy in place on how to deal with bullying, on- and offline?

> **Answer:** Yes, teachers know how to recognise and handle (cyber)bullying.

Staff policy

Question: What happens to a teacher's account once s/he changes her/his role or leaves the school?

> **Answer:** Updating rights can take up to a week.

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

> **Answer:** Yes.

Question: Is there a School Policy that states how staff should behave online?

> **Answer:** Yes.

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.

School presence online

Practice

Management of eSafety

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

> **Answer:** Yes.

eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

> **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.

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: Do pupils do peer mentoring about eSafety?

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

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

> **Answer:** Yes.

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: Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

> **Answer:** Yes, we have a lot of support from them.

Staff training

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.

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.

