eSafety Label - Assessment Form

Assessment form submitted by Mutlu Zünbüldere for Nebahat Alparslan karadavut ilkokulu - 16.12.2020 @ 09:45:00

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.

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.

Data protection

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

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

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.

Software licensing

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

> **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.

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

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

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.

Question: What happens if a teacher would like to acquire new hard/software for the school network?
> **Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

Policy

Acceptable Use Policy (AUP)

Question: How do you ensure the school policies are up to date?
> **Answer:** They are revised yearly.

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.

Reporting and Incident-Handling

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.

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:** Not really, handling cyberbullying incidents is up to the individual teacher.

Staff policy

Question: Do you inform teachers about the risks that come with potentially non-secured devices, such as smartphones?
> **Answer:** Yes, they are clearly formulated in the School Policy and discussed in regular intervals.

Question: Are teachers permitted to use personal mobile devices in the classroom?
> **Answer:** In certain circumstances only, in compliance with the AUP.

Pupil practice/behaviour School presence online

Question: Is it possible for pupils to take part in shaping the school online presence?
> **Answer:** No.

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: Does the school have an online presence on social media sites?
> **Answer:** No.

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 eSafety taught as part of the curriculum?

> **Answer:** Yes.

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: Are pupils taught about the risks of sexting?

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

Extra curricular activities

Question: Does your school celebrate 'Safer Internet Day'?

> **Answer:** Yes, some staff and pupils celebrate 'SID'.

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.

Question: Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

> **Answer:** An informal network of 'eSafety expert' pupils exists.

Staff training

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

> **Answer:** Some staff occasionally/sometimes receive eSafety training.

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.