

Assessment form submitted by Hakan BALTA for Şaphane 75. Yıl Ortaokulu - 25.01.2023 @ 13:06:30

Infrastructure

Technical security

Question: Are all of your school computers virus-protected?

- > **Answer:** Yes, all school computers are virus-protected.

Pupil and staff access to technology

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: 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.

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

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

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

- > **Answer:** All sensitive pupil data is encrypted and stored separately from the learning environment that pupils use.

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:** This is a shared task between several people and information can be gathered in a short time frame.

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:** They are revised yearly.

Reporting and Incident-Handling

Question: Are incidents of cyberbullying logged centrally?

- > **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

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

- > **Answer:** Yes.

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: 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: Does your school have a policy that states how pupils should communicate electronically at school?

- > **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

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: Is someone responsible for checking the online reputation of the school regularly?

> **Answer:** Yes.

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

Practice

Management of eSafety

Question: Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

> **Answer:** The member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

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

> **Answer:** Yes, in all grades.

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

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: Does your school celebrate 'Safer Internet Day'?

> **Answer:** Yes, the whole school celebrates 'SID'.

Question: Do pupils do peer mentoring about eSafety?

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

Sources of support

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.