

Assessment form submitted by Ganime Özkaya for Peyami Safa Ortaokulu - 28.12.2020 @ 22:35:59

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

THERE IS A SECURITY WALL APPLICATION ON NETWORK-CONNECTED EQUIPMENTS REQUIRED BY SCHOOL SECURITY POLICY

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.

FILTERING IS MADE IN CONSIDERING THE AGE OF STUDENTS AT OUR SCHOOL. OUR FILTERING APPLICATIONS ARE ALSO AVAILABLE ACCORDING TO THE STAFF LEVELS.

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

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

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.

THE ICT COORDINATORS REGULARLY CHECK THE COMPUTERS TO UPDATE OR REMOVE UNNECESSARY ITEMS

Pupil and staff access to technology

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.

we have 2 computer lab in the school. Also there are some computers in the library for students to make researches.

Question: Are mobile phones and other digital devices allowed in school?

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

OUR SCHOOL IS FORBIDDEN TO USE DIGITAL DEVICES FOR PERSONAL USE BY TEACHERS AND STUDENTS, REQUIRED BY THE SECURITY PROTOCOL. HOWEVER, WE CAN USE IT FOR AN EDUCATIONAL ACTIVITY.

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.

sometimes we take professional help like seminars about how to use internet safely.

Software licensing

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

> **Answer:** Yes.

we have 2 computer lab in the school. if something needed the school takes it as soon as possible.

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

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

EACH SOFTWARE IS INSTALLED ON THE SCHOOL SYSTEM WITH ONLY LEGAL USE. OUR SCHOOL USES SOFTWARE WITH A RIGHT TO USE OR PAID FOR A SERVICE.

IT Management

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: Does the school have a policy on the use of mobile devices / mobile phones?

> **Answer:** Yes.

OUR SCHOOL HAS A SECURITY POLICY ON THIS ISSUE.

Question: Does your school have an Acceptable Use Policy (AUP)?

> **Answer:** Yes, there is an AUP which covers all members of the school community.

YES. ALL MEMBERS OF THE SCHOOL ARE INVOLVED AND INFORMED ABOUT THAT POLICY

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.

WE HAD A PROJECT ABOUT BULLYING FOR ALL AGES. BOTH STUDENTS AND THEIR PARENTS ARE INFORMED BY TEACHERS. ALL OF THEM ARE VERY SENSITIVE ABOUT BULLYING

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.

WE HAVE A PROCEDURE FOR MATERIALS THAT MAY BE ILLEGAL

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.

COVERED BY OUR SECURITY POLICY

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.

YES, THERE ARE DETAILED SCHOOL POLICY. WE UPDATE RELATED SUBSTANCES REGULARLY.

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.

MENTIONED IN THE POLICY. WHEN NECESSARY THE ICT COORDINATORS INFORM THE STAFF

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.

STUDENTS ARE ENCOURAGED TO DO THIS BY eTwinning PROJECTS

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.

MENTIONED IN THE POLICY

School presence online

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: 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.

ONE OF THE VICE-PRINCIPAL IS RESPONSIBLE FOR eSAFETY IN THE SCHOOL.

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.

ICT COORDINATORS AND TEACHERS WORK COLLABORATIVELY

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.

ALSO THE ICT COORDINATORS INFORM STAFFS

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.

IT IS TAUGHT SINCE EARLY AGES.

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

- › **Answer:** Yes, in all grades.

YES.TOPIC IS DETERMINED DEPENS ON THE AGE

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.

COVERED BY OUR POLICY.

Extra curricular activities

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

> **Answer:** Yes.

SUPPORT IS ALWAYS PROVIDED.

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

> **Answer:** Yes, we have plenty of information.

INFORMATION OBTAINED FROM POLLS.

Sources of support

Question: Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?

> **Answer:** Yes, the school counselor is knowledgeable in eSafety issues.

YES WE GET SUPPORT ON EVERY MATTER

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.

TEACHERS TRAIN THE STUDENTS ABOUT IT