# eSafety Label - Assessment Form

**Assessment form submitted by Nermin Gürcan for NECİP FAZIL KISAKÜREK ORTAOKULU - 05.02.2023 @ 18:40:08**

# Infrastructure

## Technical security

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

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

**Our school's ICT services are constantly reviewed by the ICT coordinator on duty.**

**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.

**Existing ICT services are regularly reviewed, updated and removed if no longer used. This is part of the ICT coordinator's job description.**

## Pupil and staff access to technology

**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.

**Cell phones are not allowed in the school grounds and/or classrooms.**

**Question:** Are staff and pupils allowed to use their own equipment on the school WiFi network? How is this monitored?

> **Answer:** No, staff and pupils are not allowed to bring their own personal devices to school.

**Staff and students are not allowed to bring their personal devices to school.**

**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.

**There are certain computer labs that can be booked by the teacher, and teachers make good use of this option.**

## Data protection

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

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

> **Our school has separate learning and management environments.**

## Software licensing

**Question:** Has the school set a realistic budget for the software needs?
> **Answer:** Yes.

> **Our school has a certain budget allocated for software needs.**

## 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.

> **Teachers and students are not allowed to install software on computers that are the property of the school. This can only be done by the person in charge of the ICT network.**

**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.

> **It is up to the school principal and/or the ICT officer to acquire new hardware/software.**

**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.

> **After the new software is installed, teachers are trained in the use of the software.**

# 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.

> **e-Safety is an integral part of our school policy.**

**Question:** How does the school ensure that School Policies are followed?
> **Answer:** We have regular meetings where policy topics are discussed and non-conformity with the school policies is dealt with.

> **We hold regular meetings where policy issues are discussed and non-compliance with school policies is addressed.**

# Reporting and Incident-Handling

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

> **Answer:** Yes.

> **When inappropriate or illegal material is discovered, the school ICT coordinator is informed and the necessary applications are made to the legal authorities**

**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.

> **Our school has a strategy for how to deal with online and offline bullying. We have a whole school approach that appeals to teachers, students and parents. It is also embedded in the curriculum for all ages.**

# 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.

> **Teachers are informed about the risks posed by potentially unsafe devices such as smartphones.**

# 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.

> **There is a school-wide hierarchy of positive and negative outcomes to address students' online behavior. This is clearly understood by everyone and applied consistently across 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.

> **There is an AUP that covers all members of the school community.**

# School presence online

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

> **Answer:** Yes.

> **Our school has an online presence on social media sites, it is controlled by our school's ICT coordinator.**

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

> **Answer:** Yes.

Responsible for regularly checking the school's online reputation Not officially, but an ICT coordinator/senior teacher takes on this role.

**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.

Our school policy includes a section on taking and posting photos of students, parents and staff.

# 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.

There is a school administrator/board member who reviews e-Safety issues.

**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.

Personnel responsible for Information and Communication Technologies are sent to trainings/conferences at regular intervals.

## eSafety in the curriculum

**Question:** Are pupils taught about the risks of sexting?

> **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and risks associated with the use of social media and digital images.

Sexting is not specifically mentioned, but students are educated about the permanence of images and the risks associated with the use of social media and digital images.

**Question:** Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

E-Safety is taught as part of the curriculum at our school.

**Question:** Are legal consequences of online actions discussed with pupils? Topics would include terms and

conditions, online payments, copyright.

> **Answer:** Only for the older pupils.

> **Information is provided on the legal consequences of online actions, especially for students in older age groups.**

**Question:** Are all pupils in your school taught about eSafety?

> **Answer:** Yes, all pupils in all year groups.

> **All students in our school are taught e-Safety.**

**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.

> **Online extremism/radicalization/hate speech is mentioned as part of your online safety curriculum, we have integrated discussion and training on these topics into our curriculum.**

## Extra curricular activities

**Question:** Do pupils do peer mentoring about eSafety?

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

> **Students do peer counseling on e-Security.**

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

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

> **The school has up-to-date information about students' online habits.**

## Sources of support Staff 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.

> **Our school encourages the exchange of information among staff members. There is also an online community that staff use.**