eSafety Label - Assessment Form

Assessment form submitted by Sevgi Parmaksız for Şehit Seçkin Çil Anaokulu - 10.01.2023 @ 15:38:55

Infrastructure

Technical security

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

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

> **Yes, all school computers are virus protected and checked by IT specialists.**

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:** There is a basic level of filtering which blocks pornography, violent and illegal content.

> **Our school has a basic level of filtering.**

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.

> **Yes, this is part of the ICT coordinator's job description and the coordinator regularly performs the necessary work and actions.**

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.

> **There are certain computer labs that can be reserved by the teacher and teachers make good use of this option, and teachers guide students in this regard.**

Data protection

Question: How is the storage of school records and other documentation dealt with over time?

> **Answer:** We have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

> **We have a school retention plan that specifies how long certain types of records should be kept and how they should be archived/destroyed, and it is set out in our e-safety policy.**

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.

> Our email system is protected by passwords and firewalls and we have rules in place regarding the transfer of student data. These issues are handled sensitively at our school.

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.

> New users are given a standard password and asked to create their own password on their first login.

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.

> This is a shared task between several people and information can be collected in a short time frame. Licensed programs are used in our school and there is a division of tasks in our school.

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

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

> Yes, we do. We have an agreed, effective process. Our school's internet access and installation of programs are managed by experts.

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.

> training and guidance is provided when new software is introduced in our school.

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.

> eSafety issues are referenced in other school policies.

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 clear procedure detailing what to do if inappropriate or illegal material is discovered?
> **Answer:** Yes.

> There is a clear procedure detailing what to do when inappropriate or illegal material is discovered.

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.

> There is a clear procedure if students knowingly access illegal or offensive material at school.

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.

> Yes, we have a whole school approach that addresses teachers, students and parents. It is also embedded in the curriculum for all ages.

Staff policy

Question: What happens to a teacher's account onces 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.

> The administrator is notified and immediately deactivates the teacher account or adjusts rights where possible.

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, we regularly update the guidelines on this, which are clearly stated in the School 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.

> This is covered in detail in our school policy.

Pupil practice/behaviour School presence online

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

> **Answer:** Yes.

An IT specialist is hired to regularly check the school's online reputation.

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.

Yes, there is an extensive section on this in our School Policy.

Practice

Management of eSafety

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

> **Answer:** It is a shared responsibility for all staff.

All staff at our school are sensitive to this issue.

Question: Is there one single person responsible for ICT usage and online access in your school?

> **Answer:** Yes.

our school teachers are responsible for ICT use and online access.

eSafety in the curriculum

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.

This is specifically addressed in our E safety school policy.

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

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

included in the education program in all classes.

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.

> **Yes, sexting is integrated into our e-Safety and, at appropriate times, our sex education. Education on the risks of sexting.**

Extra curricular activities 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, the school counselor is knowledgeable about e-Safety issues. Our counselor provides regular trainings to our students.**

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.

> **Yes, we get a lot of support from them.**

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.

> **Yes, our school encourages the exchange of information between staff members. There is also an online community used by the staff. Our school teachers work in collaboration.**

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.

> **Our teachers are aware of this.**

Question: Do all staff receive regular training on eSafety issues?
> **Answer:** Yes, all staff receive regular training on eSafety.

> **Our personnel show the necessary sensitivity in this regard.**