

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 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.

**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.**