eSafety Label - Assessment Form

Assessment form submitted by İLKNUR GENCER for İZMİT KUVAYİ MİLLİYE İLKOKULU - 19.01.2023 @ 11:39:05

Infrastructure

Technical security

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 used in our school internet is supported by the Ministry of Education. "MEB certificate" provides convenient filtering for pupils and staff.**

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

> **Answer:** There is an ICT coordinator who organises himself.

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.

> **We prepared some posters about the issue and placed them appropriate places of our school like e-safety board, school garden and school entrance**

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

> **Answer:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

Data protection

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.

> **We care about not to take clear face photos of pupils or we blur them in necessary cases. And also we have a social media sharing parents permission form. At the beginning of the year all parents have signed it and gave us.**

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.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

› **Answer:** Yes.

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

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

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.

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.

Policy

Acceptable Use Policy (AUP)

Question: How do you ensure the school policies are up to date?

› **Answer:** When changes are put into place at school that impact the policy, they are updated immediately.

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.

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

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

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.

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.

Question: Does the school take any responsibility for any online incidents that happen outside the school?

> **Answer:** No.

Staff policy

Question: Are teachers permitted to use personal mobile devices in the classroom?

> **Answer:** In certain circumstances only, in compliance with the AUP.

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.

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.

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.

School presence online

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 responsibilities has been declared on our e-safety school policy.**

eSafety in the curriculum

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

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

> **It has been maintained by our school psychological counselors regularly as a part of Counceling and Guidance 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.

our school policy has been declared on the school web site. the school counselor has made trainings on conscious technology usage and e safety.

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?
> **Answer:** Yes, we make this a priority in our school from a young age.

activities are carried out throughout the year by integrating them with the curriculum subjects.

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?
> **Answer:** Yes, sometimes.

if it is necessary.

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.

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.

our school counselor has a certificate on eSafety and conscious Technology usage.

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.

we are in a cooperation with the school counselor.

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.

Question: Are teachers trained on the topic of cyberbullying?
> **Answer:** Yes, every teacher.

our school counselor organized a training on cyberbullying for the all teachers.