

**eSafety Label - Assessment Form**

**Assessment form submitted by EMİNE KAPUCU for ŞEHİT TUĞGENERAL BAHTİYAR AYDIN ANAOKULU - 15.01.2021 @ 13:47:51**

# Infrastructure

## Technical security

**Question:** Is the school system protected by a firewall?

 **Answer:** Yes.

**Your school system is protected by a firewall. Firewall provisioning and management Regularly reviewed and updated as needed**

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

 **Answer:** Some/many machines have virus protection.

**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.

## Pupil and staff access to technology

**Question:** Are staff and pupils allowed to use USB sticks on school computers?

 **Answer:** Yes, but how staff and pupils are allowed to use their USBs is clearly stipulated in our Acceptable Use Policy.

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

 **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

## 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.

## 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:** 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.

**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.

# 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.

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

 **Answer:** Yes.

## 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 procedure for dealing with material that could potentially be illegal?

 **Answer:** Yes.

## 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.

## 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.

**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 lifes?

 **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

## School presence online

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

 **Answer:** Not officially, but the ICT coordinator/a senior teacher assumes this role.

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

**Answer:** Yes.

**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.

# 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.

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

## Answer: Yes. eSafety in the curriculum

**Question:** Is the eSafety curriculum progressive?

 **Answer:** Yes.

## Extra curricular activities

**Question:** Does your school celebrate 'Safer Internet Day'?

 **Answer:** Yes, the whole school celebrates 'SID'.

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

 **Answer:** Yes, sometimes.

## 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.

**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.

## Staff training

**Question:** Are teachers aware about the technology that pupils spend their freetime with?

 **Answer:** Informally, the school provides help on this.

**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.

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