

Assessment form submitted by UMMUHAN AKKEYİK for CUMHURİYET ORTAOKULU - 23.01.2022  
@ 20:32:53

## Infrastructure

### Technical security

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

> **Answer:** Yes.

**All interactive whiteboards in our school have been arranged by our school computer teacher to be protected by a security program.**

### 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.

**In our school, we have interactive boards in every classroom that are secured and controlled by teachers.**

**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 phone use is prohibited in our school. Interactive boards in our school, which are safer, are used for related technological studies**

### 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.

**Every month, seminars on the use of devices and informatics are organized for our students, teachers and parents by our school computer technology teacher and school guidance service.**

**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.

**Our Ministry of National Education has regulations and regulations regarding how long the records**

**in our school will be kept and when they will be disposed of. And our school is working in this direction.**

## Software licensing

**Question:** How is the software and license status managed?

- › **Answer:** It is part of responsibility of the IT responsible to be able to produce an overview of software and license status at any moment.

**The software used in our school's interactive whiteboards and computers are programs approved by the Ministry of National Education. and these programs are made by our information technology teacher at our school.**

**Question:** Does someone have overall responsibility for licensing agreements?

- › **Answer:** Yes.

**All license studies of the interactive boards and computers in our school are carried out by our Ministry of National Education. And there are undergraduate studies provided by our ministry.**

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

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

**In order to install software on the interactive boards and computers in our school, a meeting is first held by our school security team. And by evaluating all the positive and negative conditions, the event is realized within a plan.**

## 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.

**Only safe and appropriate software and programs, taken as a result of the joint decision of our school security team, are uploaded to all interactive boards and computers in our school by our information technologies teacher.**

**Question:** What happens if a teacher would like to acquire new hard/software for the school network?

- › **Answer:** Once a year we have a staff meeting where decisions about new hard/software are made.

**A meeting is held by our school security team regarding the purchase of new hardware and software, and if deemed appropriate, the relevant action is taken.**

## 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.

**Security policies are also included in the strategic plan of our school.**

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

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

**We have a school security policy created by our school security team.**

**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.

**Our school policy is updated immediately when staff leaves our school or if there is any change in our school.**

## Reporting and Incident-Handling

**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.

**It is stated in our school security policy created by our school security team.**

**Question:** Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

> **Answer:** Yes.

**It is stated in our school security policy created by our school security team.**

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

> **Answer:** Yes, and all staff, pupils and parents understand this.

## Staff policy

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

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

**According to our school security policy created by our school security team, it is allowed to be used only under certain conditions.**

**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.

**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.

**Our school guidance service organizes seminars on digital competence, safe internet and conscious internet use for our teachers, students and parents on a monthly basis.**

## 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:** 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.

**We have created a security team at our school in order to ensure information security in our school and to make our students more conscious about secure internet. Our school's secure internet policy has been created by our school secure internet team.**

**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.

**Our information technology teacher and other teachers in our school attend online trainings organized by the Ministry of National Education and receive certificates.**

## eSafety in the curriculum

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

› **Answer:** Yes, in all grades.

**Brochures are prepared and distributed to our students and teachers by our school counselor and information technology teacher, and information about legal regulations on safe internet is provided.**

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

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

**Our school's guidance counselor and information technology teacher provide information to**

**students, teachers and parents on a monthly basis. And announcements are published on our school's website.**

**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.

**All the teachers in our school inform our students about cyberbullying in the first and last lessons they attend at the beginning and end of the semester. Our classroom guidance teachers make presentations about cyberbullying to their students in guidance classes. In addition, our information technologies teacher and school guidance service regularly organize activities about cyberbullying for our students and parents every month.**

**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.

**Every week, a student is contacted by our school guidance service and informed about this issue.**

## Extra curricular activities

**Question:** Does the school provide eSafety support for pupils outside curriculum time?

› **Answer:** Yes.

**Online seminars are held by our school counselor and information technology teacher through the online platform to our students and parents.**

## 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.

**In our esafety wall corner, which we have created at our school, our students are informed about this issue and at the same time they prepare brochures about safety for our students.**

## Staff training

**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.

**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.

**Each of our teachers at the school informs both our students and other teachers about their**

**special skills and school clubs about their expertise.**

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