

Assessment form submitted by Nagihan Demetoğlu for Bornova Zehra Hocahanim İlkokulu - 24.01.2023 @ 20:01:27

## Infrastructure

### Technical security

**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.

**Our social media team make necessary revisions and updates regularly.**

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

> **Answer:** Yes.

**By using a firewall we aim to provide secure search and YouTube control.**

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

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

**We use the internet in accordance with the MEB certificate. Virus protection programs have been installed on all smart boards by the authorities.**

### Pupil and staff access to technology

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

> **Answer:** We have a policy that does not allow staff and pupils to use USB memory sticks.

**We send necessary docs via e-mail. On the other hand our students are elder so they don't use school computers out of our permissions.**

### Data protection

**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.

**Chain emails etc. forwarding is not allowed. Spam or junk mail is blocked and reported to the email provider. Access to school email systems will always occur in accordance with data protection legislation and other appropriate school policies such as privacy.**

**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.

**All school-owned devices are used in accordance with the school's Acceptable Use Policy and with appropriate safety precautions.**

## Software licensing

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

- > **Answer:** Yes.

**Ministry of National Education authorized personnel and our school principal are responsible for this.**

**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 School Principal will follow the update of the software and license status and will make the necessary arrangements.**

## 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.

**Our school manager and Meb authorized personel are responsible for that.**

**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.

**Working with and supporting technical personnel in trainings.**

## 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.

**As a primary school we try to educate our pupils in early ages. We arrange seminars regularly. As a school we have included eSafety issues in our mission and vision.**

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

- > **Answer:** They are revised yearly.

**Necessary updates are made at the teachers' board meetings at the beginning of the year and when necessary.**

## Reporting and Incident-Handling

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

> **Answer:** Yes.

**As stated in our e-safety school policy, complaints about misuse of the Internet will be handled within the scope of the school's complaint procedures.**

**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.

**As we stated in our e-safety school policy, all school devices will be used in accordance with the school's Acceptable Use Policy and by taking appropriate security measures.**

**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.

**E-security and cyberbullying issues are included in the annual plans of certain courses, and information on these subjects continues throughout the year. Our school has its own e-security policy and all stakeholders are aware of it.**

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

> **Answer:** No.

**Out-of-school events are the responsibility of the parents. We train them, we guide them. We support the legal process. We do not take responsibility, we support.**

## Staff policy

**Question:** Is there a School Policy that states how staff should behave online?

> **Answer:** Yes.

**[https://zehrahocahanim.meb.k12.tr/icerikler/e-guvenlik-okul-politikamiz\\_10732753.html](https://zehrahocahanim.meb.k12.tr/icerikler/e-guvenlik-okul-politikamiz_10732753.html)**

**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.

## Pupil practice/behaviour

**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 lives?

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

**Our school guidance service is very sensitive in this regard. It is very easy for children to reach them. In addition, in our guidance lessons, children are provided with opportunities to express themselves by conducting activities such as question and answer and sharing their experiences.**

## School presence online

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

- › **Answer:** Yes.

**On instagram, twitter, youtube, facebook we have accounts. Our parents and other can reach us there.**

## 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.

**each teacher of our school is responsible for this. Also we have social media team.**

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

- › **Answer:** Yes.

**Our school manager, internet publishing team and our psychological counselor are responsible for it.**

### eSafety in the curriculum

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

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

**We have seminars about esafety by our school councellors. We join esafety day activities. Seminars on legal rights and responsibilities are given to parents by SODIGEM and CISCO NETWORK academicians.**

**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.

**As a part of our curriculum we informed our students. We are working on the subject in our guidance lessons. Turkish Addiction Training Program, organized and supported by the Green Crescent, has been implemented in our school since 2015. The most important part of the**

program is Yeşilcanla Harmless Technology. A Technology Addiction Questionnaire is applied during the seminars and students who are considered to be borderline are included in the psycho-social education process accompanied by their families. In Addition; Every academic year, "Social Skills Education Programs" are applied gradually to all our students by our school's psychological counselors. The 2 modules of the program are Bullying Types and Fighting Methods. They are informed about using technology in line with their needs and not being an AUDIENCE in case they encounter a cyberbullying.

**Question:** Are pupils taught about the risks of sexting?

- > **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and risks associated with the use of social media and digital images.

Our pupils are under the age of 10. So with the 4th grades we mentioned about the risks of sexting, but for the other pupils it is too early. Every academic year, "Neglect and Abuse Training Programs" are applied to all our students by our school's psychological counselors. The program has both parent and student modules. In addition, training activities titled "He knows from whom, where and how to ask for help" in the MEB curriculum are implemented within the scope of classroom guidance activities for 1st and 2nd grades. At the end of the training, students distinguish "Good Secret - Bad Secret". In correspondence that makes them feel bad, they reach the maturity to ask for help from adults they call "Safe 5".

**Question:** Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

- > **Answer:** Yes, from an early age on.

Digital literacy is our erasmus project's subject . We do many studies safe social media usage. We don't share their faces obviously in our school social media accounts.

## Extra curricular activities

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

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

We prepared bulletin boards. On our website we mentioned the Safer Internet Day. We sent brochures to parents. We annually celebrate Safer Internet Day.

## Sources of support

**Question:** Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

- > **Answer:** Yes, we have some support from them.

Our school councillors, school principle and teachers are responsible for them. Since 2016, all our school students, teachers, parents, school security personnel, school canteen staff have been trained on e-security every year. Seminars are held on the Effective and Efficient Use of Technology. Updated information is shared with all stakeholders at the beginning and end of each academic year. Our School E-Safety Policy is reviewed and evaluated with all stakeholders at the end of each academic year, and necessary additions are made in the areas needed.

## 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.

**We have online meetings or we organize face to face trainings and meetings when it is necessary.**

**Question:** Do all staff receive regular training on eSafety issues?

- › **Answer:** Yes, all staff receive regular training on eSafety.

**Most of us join online seminars generally. We try to stay up to date with in-service trainings. Our school counselors every academic year, for all our school students, teachers, parents, school security personnel, school canteen staff have been trained on e-security every year. Seminars are held on the Effective and Efficient Use of Technology. Updated information is shared with all stakeholders at the beginning and end of each academic year. Our School E-Safety Policy is reviewed and evaluated with all stakeholders at the end of each academic year, and necessary additions are made in the areas needed.**