

Assessment form submitted by Ferhan KÜÇÜKŞAHİN for Değirmendere Prof. Dr. Mehmet Sağlam İlkokulu - 04.01.2023 @ 21:48:24

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.

Question: Is the school system protected by a firewall?

- > **Answer:** Yes.

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.

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.

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 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 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.

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.

Software licensing

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:** Whenever staff members have a question about software they can contact the school helpdesk.

Policy

Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

Staff policy

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.

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.

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.

School presence online

Question: Is it possible for pupils to take part in shaping the school online presence?

> **Answer:** Yes, pupils have the possibility to feedback on our online presence.

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

> **Answer:** Yes.

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: 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.

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

> **Answer:** It is a shared responsibility for all staff.

eSafety in the curriculum

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.

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

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

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.

Extra curricular activities

Question: Does the school have any up-to-date information about the online habits of pupils?

> **Answer:** Yes, we have plenty of information.

Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

Question: Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?

> **Answer:** There is no school counselor in our school.

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.