

Assessment form submitted by Seçil Köklü Gülseven for Atatürk Ortaokulu - 08.01.2023 @ 20:09:59

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: Are all of your school computers virus-protected?

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

Pupil and staff access to technology

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.

Question: What is the pupil/computer access in your school?

- > **Answer:** Pupils can bring their own laptops/tablets to school and/or it is easy for the teacher to provide the student with a computer within the class when needed.

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.

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.

Question: Do you have separated learning and administration environments in your school?

- > **Answer:** Yes, we have separated learning and administration environments.

Software licensing

Question: Has the school set a realistic budget for the software needs?

- > **Answer:** Yes.

Question: Does someone have overall responsibility for licensing agreements?

- > **Answer:** Yes.

IT Management

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

- › **Answer:** There is a procedure in place that allows any staff member to make a request which will lead to an informed decision within a reasonable amount of days on whether new hard/software should be acquired.

Policy

Acceptable Use Policy (AUP)

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.

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.

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.

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: 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.

Question: Does your school have a policy that states how pupils should communicate electronically at school?

- › **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

School presence online

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

> **Answer:** Yes.

eSafety in the curriculum

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.

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.

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

> **Answer:** Yes, in all grades.

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

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

Question: Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

> **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

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

> **Answer:** Yes.

Sources of support 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: Do all staff receive regular training on eSafety issues?

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

