

Assessment form submitted by Ayşe AKKUŞ for ZÜBEYDE HANIM ANAOKULU - 12.01.2023 @ 13:16:26

## 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.

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

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

### Pupil and staff access to technology 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:** 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.

### 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.

**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.

## Policy

### Acceptable Use Policy (AUP)

**Question:** How does the school ensure that School Policies are followed?

- › **Answer:** Teachers and pupils have to sign the policy. In the case of pupils it is read and discussed in class.

**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.

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

- › **Answer:** Yes, there is an AUP for pupils.

### Reporting and Incident-Handling

**Question:** Are incidents of cyberbullying logged centrally?

- › **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

### Staff policy

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

- › **Answer:** No.

**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.

**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:** 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.

**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:** 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.

## eSafety in the curriculum

**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:** Is the eSafety curriculum progressive?

- › **Answer:** Yes.

**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.

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

- › **Answer:** Yes, in all grades.

## Extra curricular activities

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

- › **Answer:** Yes, on a regular basis.

## Sources of support

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

- › **Answer:** Yes, we have a lot of support from them.

**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.

## 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:** Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, every teacher.

## Final comments

*“Güvenli İnternet kullanıyorum.Geleceğimi koruyorum.”*