eSafety Label - Assessment Form

Assessment form submitted by zehra yıldırım for Elazığ Anadolu Lisesi - 25.01.2023 @ 18:19:18

Infrastructure

Technical security

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 mobile phones and other digital devices allowed in school?

> **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

> There are locked phone cabinets in our classroom. The course teacher can give permission to the students in the necessary activities by phone. It can be used for educational purposes under the supervision of the teacher.

Data protection

Question: How are staff and pupil passwords generated for access to your school system?

> **Answer:** It is up to the individual teacher and/or the ICT coordinator. I am not sure how these are generated.

> Teachers in various roles can be added to the system as users within the framework of the standards and rules set by the Ministry of National Education. They can share their work under the coordination of the School ICT.

Question: How is the storage of school records and other documentation dealt with over time?

> **Answer:** We store all school records in a safe environment.

> It is kept within the framework of the standards and rules set by the Ministry of National Education.

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.

Software licensing

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

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

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.

Question: Has the school set a realistic budget for the software needs?
> **Answer:** No.

IT Management

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 do you ensure the school policies are up to date?
> **Answer:** They are revised yearly.

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.

Reporting and Incident-Handling

Question: Does your school have a strategy in place on how to deal with bullying, on- and offline?
> **Answer:** No, this is up to the teacher.

Question: Is there a procedure for dealing with material that could potentially be illegal?
> **Answer:** Yes.

Staff policy

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

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 lifes?
> **Answer:** In a limited way.

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: Does the school have an online presence on social media sites?
> **Answer:** Yes.

Practice

Management of eSafety

Question: Is there one single person responsible for ICT usage and online access in your school?
> **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

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: Is the eSafety curriculum progressive?
> **Answer:** Yes.

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.

Question: Is eSafety taught as part of the curriculum?
> **Answer:** Yes, in the ICT curriculum.

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, when asked.

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

> **Answer:** There is a school counselor, though (s)he is not especially trained in eSafety issues.

Question: Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

> **Answer:** No.

Staff training

Question: Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, if they are interested.