

Assessment form submitted by Gökhan Erarslan for Harun Yüksel İlkokulu - 04.01.2021 @ 21:41:39

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, but sometimes we have to bypass it for certain applications.

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 Data protection

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.

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

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

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 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:** There are a few members of staff that everyone can ask to do this.

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:** 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: 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 procedure for dealing with material that could potentially be illegal?

- › **Answer:** Yes.

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

- › **Answer:** No.

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

- › **Answer:** Yes.

Staff policy

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

- › **Answer:** In certain circumstances only, in compliance with the AUP.

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:** In a limited way.

School presence online

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: 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: 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:** All pupils in some 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.

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 provide eSafety support for pupils outside curriculum time?

- › **Answer:** Yes.

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

- › **Answer:** Yes, we have a little information.

Question: Do pupils do peer mentoring about eSafety?

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

Sources of support

Question: Does the school provide eSafety support for parents?

- › **Answer:** Yes, when asked.

Staff training

