



eSafety Label - Assessment Form

Assessment form submitted by Servet ATAY for Gemlik Atatürk İlkokulu - 10.02.2023 @ 15:05:48

Infrastructure

Technical security

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

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

Antivirus software was purchased to be used on the computers in our school and all computers and smartboards are virus protected.

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.

The Ministry of National Education, the internet provider at the school, has blocked access to all kinds of harmful content. Access to these sites is blocked by the The Ministry of National Education internet filtering network. There is a projection and secure internet access network in every area where lectures are made in our school. Eba education and eTwinning portals are also used in lectures. The secure internet access network is used with a network security filter.

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.

we collect students' mobile phones before the lesson starts and at the end of the day we give back their phones. In certain circumstances only, in compliance with the AUP due to the potential learning benefits mobile phones and digital devices can be used in the classroom under teachers' authority.

Data protection

Question: How is pupil data protected when it is taken 'off site' or being sent by email?

› **Answer:** All sensitive pupil data is encrypted and stored separately from the learning environment that pupils use.

The Minister of Education encryped and stored pupil data. We use the system which is encrypted and stored pupil data such as EBA

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.

Like EBA ,MEBBIS ,DYS applied by Ministry of Education software systems help us to store records and other documentation

Software licensing

Question: How is the software and license status managed?

- › **Answer:** This is a shared task between several people and information can be gathered in a short time frame.

It is a shared task between the director, co-administrators and ICT coordinator. School's staff are aware of the procedure for new software and that all licenses are appropriate

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

- › **Answer:** Yes.

Yes. we has a realistic budget for software

Question: Does someone have overall responsibility for licensing agreements?

- › **Answer:** Yes.

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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.

During pandemic we had online classes about how we use new tools like zoom, kahoot , quizziz , mentimeter, padlet ,voscreen , google forms slayts and K12 Net and also we give web2 courses to staff who use the tools for their projects and lessons. Our staff has also the opportunity to take Our Ministry of Education software training.

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 wether new hard/software should be acquired.

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Policy

Acceptable Use Policy (AUP)

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.

Content related to internet use in media literacy and informatics courses has been updated in the light of current and technological developments. Information about the online habits of pupils updated and our school's discipline board gave punishment to students at a social media bullying case.

Reporting and Incident-Handling

Question: Is there a procedure for dealing with material that could potentially be illegal?

- › **Answer:** Yes.

Abuse or sending inappropriate messages or content via mobile phones or personal devices is prohibited by any member of the community and any violation will be treated as part of the discipline/behavior policy. According to this AUP rule, our school's discipline board punished our students who broke this rule.

Question: Does your school have a strategy in place on how to deal with bullying, on- and offline?

- › **Answer:** Yes, teachers know how to recognise and handle (cyber)bullying.

Seminars on ICT addiction, correct and safe use of ICT, and Cyber Bullying are organized regularly by the guidance service and Ministry of Education system ÖBA

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

- › **Answer:** Yes, and all staff, pupils and parents understand this.

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

- › **Answer:** Yes.

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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.

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Staff policy

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

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

The member of staff responsible for ICT also attends the courses, seminars, webinars of the ministry of education offers

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.

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Pupil practice/behaviour

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.

On safer internet day and also during that week we had online safer internet games and the winner and participant students were certified and awarded. The students who presented safer internet, media literacy and disinformation presentations and also the pupils who prepared e-safety noticeboards were rewarded.

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.

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Practice

Management of eSafety

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

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

School councilors and classroom guidance teachers curriculum contain digital footprints, data privacy, media literacy and disinformation. Webinars about the protection of personal individual's data are given and the day is celebrated.

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.

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internet, media literacy and disinformation presentations and also the pupils who prepared e-safety noticeboards were rewarded.

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.

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eSafety in the curriculum

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

- › **Answer:** Yes, all pupils in all year groups.

An online safety (e-Safety) curriculum is created and included throughout the school to raise awareness among students about the importance of safe and responsible internet use. Seminars on ICT addiction, correct and safe use of ICT, and Cyber Bullying are organized regularly by the guidance service. The school applies peer education to improve online safety in line with students' needs.

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.

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

- › **Answer:** Yes, in all grades.

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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.

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Extra curricular activities

Question: Does your school celebrate 'Safer Internet Day'?

› **Answer:** Yes, the whole school celebrates 'SID'.

We share the Safer Internet Day activities from our school's official website.

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.

Up-to-date and appropriate staff training on safe and responsible Internet use, professionally and personally, is provided to all members of staff in various ways on a regular (at least annual) basis, through the ICT officer, the Ministry of Education's PPA, the in-service training platform.

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.

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