

Assessment form submitted by pınar kaplan for ATATÜRK ORTAOKULU - 16.01.2023 @ 14:57:57

Infrastructure

Technical security 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.

Our staff can use their own equipment on the school wifi network by using the determined password, but the pupils are not allowed to use this secret password.

Data protection

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

- > **Answer:** All users are attributed a different password by the system.

But some systems may use different ways to give password.

Question: Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

- > **Answer:** Yes, we provide training/manuals around issues like these.

All school members are informed regularly by the ICT coordinator.

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.

This information is safely stored by the school administration.

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.

How the documents that need to be archived will be stored is determined by the regulation and this is followed by our school.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

The headmaster is responsible for it.

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

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

Our ICT coordinator can install software on the school system according to the rules of Ministry of Education.

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

> **Answer:** Yes.

For example we SMS system to inform parents.

IT Management

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.

It is not allowed for students and teachers to install software to computers. Only the ICT teacher can install software to the computers.

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.

Our ICT coordinator trains our teachers for the new software.

Policy

Acceptable Use Policy (AUP)

Question: How do you ensure the school policies are up to date?

> **Answer:** They are revised yearly.

For example our curriculum is revised yearly.

Question: Does the school have a policy on the use of mobile devices / mobile phones?

> **Answer:** Yes.

There are lockers in our school for students to put their phones.

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.

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.

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.

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

- › **Answer:** Yes.

Necessary sanctions are applied to those who do not comply with the rules all students know this.

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: 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.

A Teacher can access student information in the school he/she attends, but cannot access student information from his/her previous school, the system prevents this.

Pupil practice/behaviour 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: Is someone responsible for checking the online reputation of the school regularly?

- › **Answer:** Yes.

The School Managers are responsible for it.

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.

And later ICT coordinator trains the school staff about technological developments.

eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

We update our curriculum regularly.

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?

> **Answer:** Yes, we make this a priority in our school from a young age.

Cyber bullying is a part of our valid curriculum.

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: Do pupils do peer mentoring about eSafety?

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

In IT lessons pupils do peer mentoring about e safety.

Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

Our ICT coordinator trains parents regularly about e safety.

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: Can teachers organise a training themselves if they have expert knowledge they would like to share with their colleagues?

> **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.

Question: Are teachers trained on the topic of cyberbullying?

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