

Assessment form submitted by Arif Bulut for Nebi Güney İmam Hatip Ortaokulu - 19.01.2023 @ 05:11:52

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

We have the fiber Internet provided by the Turkish National Educational Ministry.

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.

We have the fiber Internet provided by the Turkish National Educational Ministry and its filtering system is standard for all levels of the schools.

Pupil and staff access to technology

Question: What is the pupil/computer access in your school?

> **Answer:** There are specific computer labs, which can be booked by the teacher and the teachers make good usage of this option.

We have 4 of them and all are used for different workshops and purposes, but it is very well organized for teachers to get in the needed lab.

Data protection

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

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

Yes, we almost have 60 rooms at school and 32 of them are used for the casual classes; 8 of them are used for the workshop purposes; 4 of them are used for ICT implementations and we have more free rooms to use for different purposes.

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.

It is our school policy to generate a differentiated password for new users.

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.

We regularly control and define the problems in the devices and give updates to the staff about it when necessary.

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.

We have specific rules about using pupil data. Moreover, we have a log record system where the encrypted data is hold for a year.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

› **Answer:** Yes.

Our school's European Projects Coordinator and ICT Teacher have overall responsibility for licensing agreements with the full authority of the principal.

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.

Our ICT teachers have the responsibility to follow the license status of the software at school.

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.

Any staff member can ask for a new and necessary software and hardware. It is decided in accordance with the current feasibility of the school finance at that time and the role and the necessity of the desired hardware or software is discussed within the departments, as well.

Policy

Acceptable Use Policy (AUP)

Question: Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

› **Answer:** Some policies refer to eSafety.

Our quality management system, overall management meetings, European Projects have

references of e-safety.

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

> **Answer:** Yes.

We have a policy and they can only be used in accordance with our policy.

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

> **Answer:** Yes, there is an AUP which covers all members of the school community.

We have an acceptable use policy (AUP) for all of the stakeholders at school.

Reporting and Incident-Handling

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

> **Answer:** Yes, we have a whole-school approach, addressing teachers, pupils and parents. It is also embedded into the curriculum for all ages.

We have certain regulations and all stakeholders of the school are trained regularly and when needed.

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

> **Answer:** Yes.

We have standard procedures defined by the Ministry and mostly implemented by the school counsellors.

Staff policy

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

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

Definitely, no. They are just allowed to use in case of emergency situations; such as, injuries, assaults, etc.

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.

The necessary actions are taken as soon as possible when the teacher leaves.

Pupil practice/behaviour

Question: Does your school have a policy that states how pupils should communicate electronically at school?

> **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

It is a part of the ICT curriculum and English curriculum at our school. We have English predominant education in all grades at our school and digital communication literacy is taught in English classes besides ICT classes.

School presence online

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

Almost on all the major social networking sites.

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.

We have a set of rules in our policy about it however it is sometimes hard to follow all the stakeholders about obeying them properly or not. There are times that we skip some issues.

Practice

Management of eSafety eSafety in the curriculum

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

> **Answer:** All pupils in some year groups.

It takes time to implement the new school patterns to the new pupils. We have fifth, sixth seventh and eighth graders. Except for the newcomers, all of the pupils are taught about the e-safety details.

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

> **Answer:** Yes, in all grades.

Even we had an incident about the illegal sharing of copyrighted materials a month ago. Both pupils and parents were included in the case study discussion.

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

It is mostly taught in ICT classes however we have e-safety subjects in English, Turkish, Science and Social Studies classes' curriculum, too.

Question: Do you include sexting and the school's approach to it in your child protection policy?

- › **Answer:** No, sexting is not specifically mentioned although there are references to inappropriate behaviour by pupils online.

It is not clearly referenced in the policy but it is clear in our policies and regulations that pupils are not allowed to sext.

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.

Yes, we regularly update our SWOT analysis about e-safety and hold polls to define altered pupil behaviors.

Question: Does the school provide eSafety support for pupils outside curriculum time?

- › **Answer:** Yes.

We always observe the known online traffic among our pupils. It is done sometimes on site sometimes in accordance with parents or other pupils.

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

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

We celebrate it every year and share its news on our website and social networking sites.

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.

Every department at school is included in e-safety trainings, implementations and 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.

Yes, we can easily find opportunity, time and place to organize that kind of training sessions at our school. It is fully supported by the administrative staff, as well.

Question: Are teachers aware about the technology that pupils spend their freetime with?

- › **Answer:** Informally, the school provides help on this.

Most of the teachers are aware but some need assistance because of the generation difference

related to technology. Fortunately, our school has opportunities to provide help for them.