

Assessment form submitted by Hülya Yücel for Cemil Meriç Fen Lisesi - 15.01.2023 @ 18:07:33

Infrastructure

Technical security

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

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

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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: 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:** Differentiated levels are applied to different ages of pupils and staff. Staff are able to request that certain sites are unblocked or blocked as appropriate.

Pupil and staff access to technology

Question: Are mobile phones and other digital devices allowed in school?

> **Answer:** Some teachers allow mobile phones to be used in class as part of the class activity, due to the potential learning benefits mobile phones and digital devices can bring to the classroom.

Data protection

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.

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.

Software licensing

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: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

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.

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.

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

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, we have regularly updated guidelines clearly laid out in the School Policy on this.

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: 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.

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:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

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.

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.

Practice

Management of eSafety

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.

eSafety in the curriculum

Question: Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

- > **Answer:** Yes, from an early age on.

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: Is the eSafety curriculum progressive?

- > **Answer:** Yes.

Extra curricular activities

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

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

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

- > **Answer:** Yes.

Question: Do pupils do peer mentoring about eSafety?

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

Sources of support

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

- > **Answer:** We actively encourage pupils to become peer eSafety mentors by offering facultative courses and/or school rewards on eSafety topics or similar.

Staff training

Question: Do all staff receive regular training on eSafety issues?

> **Answer:** Yes, all staff receive regular training on eSafety.

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.

Final comments

“We take care of safer internet rules. We regularly check our policies and inform all the staff and the pupils.”