eSafety Label - Assessment Form

Assessment form submitted by Erdem CANBAR for Bıçakçı Bedriye Baykaş İlkokulu - 17.01.2023 @ 10:10:48

Infrastructure

Technical security

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

Question: Are staff and pupils allowed to use USB sticks on school computers?

> **Answer:** Yes, but how staff and pupils are allowed to use their USBs is clearly stipulated in our Acceptable Use Policy.

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.

> **In our school, smart boards and tablets are used when necessary to promote learning.**

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.

Data protection

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.

> https://bcakcbedriyebaykas.meb.k12.tr/icerikler/e-guvenlik-brosuru_13644219.html

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: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

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

> **Answer:** Yes.

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 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.

Policy

Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

Question: How does the school ensure that School Policies are followed?

> **Answer:** Teachers and pupils have to sign the policy. In the case of pupils it is read and discussed in class.

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

> **Answer:** Yes.

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.

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.

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.

School presence online

Question: Does the school have an online presence on social media sites?
> **Answer:** No.

Question: Is someone responsible for checking the online reputation of the school regularly?
> **Answer:** Yes.

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.

Question: Does the school have a designated member of staff responsible for eSafety?
> **Answer:** It is a shared responsibility for all staff.

eSafety in the curriculum

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 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.

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Extra curricular activities

Question: Does your school celebrate 'Safer Internet Day'?
> **Answer:** Yes, the whole school celebrates 'SID'.

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Sources of support

Question: Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

> **Answer:** Yes, we have some support from them.

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: Are teachers trained on the topic of cyberbullying?

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

> **All teachers have received in-service training on cyberbullying and are controlled by administrators.**

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: Do all staff receive regular training on eSafety issues?

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

> **https://bcakcbedriyebaykas.meb.k12.tr/icerikler/e-safety-label-komisyonu-ve-toplantisi-yapildi_13649674.html**