

Action plan submitted by NESRİN BİLGİN for Akıncılar Mah. Ahmet Haşhaş İlkokulu - 05.01.2021 @ 15:00:18

By submitting your completed Assessment Form to the eSafety Label portal you have taken an important step towards analysing the status of eSafety in your school. Congratulations! Please read through your Action Plan carefully to see what you can do to improve eSafety further in your school. The Action Plan offers useful advice and comments, broken down into 3 key areas: infrastructure, policy and practice.

Infrastructure

Technical security

- › It is good practice that your ICT services are regularly reviewed, updated and removed if no longer in use.

Pupil and staff access to technology

- › There are clear advantages for staff and pupils to bring their personal devices to school and to access internet on them. Besides supplementing the technical equipment available at school, this provides an important link between learning at home and at school and an opportunity to guide young people in responsible use. However, staff and pupil use of their own equipment on the school network needs to be addressed in an Acceptable Use Policy so that users are clear about which networks they should use and why. The Acceptable Use Policy needs to include clear guidance about which activities are permitted while on the school network, and what is not allowed.
- › The fact that staff and pupils are allowed to use USB memory sticks in your school following permission, would require that all staff concerned receive adequate training to be able to know when they can be used safely. Is this the case? To keep your systems secure whilst allowing staff and pupils you also need to include the ground rules in your Acceptable Use Policy. Check the fact sheet on Use of removable devices at www.esafetylabel.eu/group/community/use-of-removable-devices to make sure you cover all security aspects.
- › Consider whether banning mobile devices is a rule that is fit for purpose and if your school might want to allow digital devices for some class activities. You could develop as part of your Acceptable Use Policy a section on how digital technologies can and cannot be used in the classroom; see the fact sheet on Using Mobile Phones at School (www.esafetylabel.eu/group/community/using-mobile-device-in-schools).
- › It is good that in your school computer labs can easily be booked. Consider the option of integrating other digital devices into the lessons as using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.

Data protection

- › You have a good policy of encrypting pupil data and storing it safely. Ensure all new staff made aware of the

procedures for encryption and data handling and that there is a named point of contact acting as the data controller for your school. Upload to your school profile some guidelines about protecting sensitive data through an encryption system so that other schools can benefit from your experience.

- › It is good that your school provides training materials on the importance of protecting devices, especially portable ones. Please consider sharing those with others through the in . Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.

Software licensing

- › Your school has set a realistic budget for software needs. This is good. Ensure that it remains this way. You might also want to look into alternatives, e.g. Cloud services or open software.
- › It is important to ensure that all new staff are briefed about the effective processes you have for the installation of new software. This will mean that the security of your systems can be maintained and that staff can try out new software applications that will help teaching and learning.

IT Management

- › In your school only the head master and/or IT responsible can acquire new software. Consider putting a system into place where teachers can ask for new software in a non-bureaucratic and timely fashion. This allows teachers to create a more engaging lesson without the temptation of unauthorized copying and its inherent dangers and costs.

Policy

Acceptable Use Policy (AUP)

- › It is excellent that eSafety is an integral part of several school policies. Do all staff make reference to it when appropriate through their teaching? Look for examples of good practice and share these with staff and pupils. Produce a short case study to highlight this good practice and upload it to your profile on the eSafety Label portal via your [My school area](#) as inspiration for other schools.
- › It is good that you have an Acceptable Use Policy for all members of the school community. Regularly review the AUP to ensure that it is still fit for purpose; to ensure that your AUP is sufficiently comprehensive, take a look at the fact sheet and check list on Acceptable Use Policy at www.esafetylabel.eu/group/community/acceptable-use-policy-aup-.

Reporting and Incident-Handling

- › It is good practice to log cyberbullying incidents that occur in your school centrally, as you are contributing to building a data base of successful incident handling practices from schools across Europe that you and others can use in future. Make sure that pupils sign up to anti-bullying guidelines in your Acceptable Use Policy.
- › Ensure that all staff, including new members of staff, are aware of the guidelines concerning what to do if inappropriate or illegal material is discovered on a school machine. Ensure, too, that the policy is rigorously enforced. A member of the school's senior leadership team should monitor this.

- › It's good that you have a clear School Policy on handling out-of-school eSafety incidents; is the number of these declining? Start a discussion thread in the community on what other preventative measures or awareness raising activities could be used in order to reduce the number of issues further. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylabel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.
- › Are all staff familiar with the procedure for dealing with material that could potentially be illegal? Is there a named person from the school senior leadership team who takes overall responsibility in this type of case? The procedure needs to be clearly communicated to all staff in the School Policy, and to staff and pupils in the Acceptable Use Policy. Remember to report and suspected illegal content to your national INHOPE hotline (www.inhope.org).

Staff policy Pupil practice/behaviour

- › You have defined electronic communication guidelines in your Acceptable Use Policy and this would be a useful example of good practice for other schools. Can you create a tutorial about electronic communication guidelines for pupils and upload it to your school profile via your [My school area](#) so that other schools can benefit from your experience.
- › It is good that pupils have the possibility to shape school activities when discussing eSafety, be it extra-curricular and curricular ones, based on what is going on in their daily lives. This way they will be more engaged and it also allows the teacher to recognise real life issues.

School presence online

- › It is good that pupils can give feedback on the school's online presence. Think about creating a space that is entirely managed by pupils. It's a great opportunity to learn about media literacy and related issues. It also can help to establish a peer network of support. Find out more about in the eSafety Label fact sheet.
- › Regularly check the content of the school's online presence on social media sites to ensure that there are no inappropriate comments. Set up a process for keeping the site/page up to date, and check the fact sheet on Schools on social networks (www.esafetylabel.eu/group/community/schools-on-social-networks) for further information to make sure that good practice guidelines have been followed. Get feedback from stakeholders about how useful the profile is.

Practice

Management of eSafety

- › Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of new features and risks. Check out the [Better Internet for Kids portal](#) to stay up to date with the latest trends in the online world.
- › It is good that all staff in your school are responsible for eSafety. However, it is good practice to appoint a person who will have overall responsibility for eSafety issues to provide the focus needed. Ideally this should be someone from the senior leadership team. Ensure that this person is involved in the development and regular review of your School Policy. She or he should not only be informed, but should also fill out the Incident handling

form whenever an incident arises at www.esafetylabel.eu/group/teacher/incident-handling.

eSafety in the curriculum

- › It is commendable that you are able to provide an eSafety curriculum that keeps up with emerging issues. Continue to make use of new resources as they are made available. Can you upload to your school profile an outline of how you design the curriculum and links to some of the resources you use – this would be most helpful for other schools.
- › It is good practice that all pupils in all year groups in your school are taught about eSafety. It continues to be important to review regularly the curriculum provision to ensure it meets ever-changing needs. If you have a curriculum review process of this kind, it would be helpful to other schools if you could publish this on your school profile. To upload go to your [My school area](#).

Extra curricular activities

- › It is good to know that you are frequently using the online eSafety resources from your national Safer Internet Centre. Have you found these resources helpful in your school? Please send your feedback on their use and value to info-insafe@eun.org.

Sources of support

- › It is great that you have a staff member which is knowledgeable in eSafety issues who acts as a teacher of confidence to pupils.
- › It is good to know that other school services are involved in eSafety issues (e.g. counsellors, psychologists, school nurse). Are they also invited to contribute to developing and regular review of your School Policy? Publish a case study about how this is managed in your school on your school profile page on the eSafety Label project website, so that others can learn from your experience.
- › It is great that in your school pupils are actively encouraged to become eSafety mentors. You might want to share your approach to strengthening this network with other teachers on the eSafety Label website via the forum or your school's profile page, so that others can replicate it.

Staff training

- › Your school makes sure that every teacher is trained on cyberbullying. Please share resources that are used in these trainings via uploading them to your [My school area](#). Are you also monitoring the effect that this training had on the number of incidents?
- › It should be a real benefit to your pupils that all staff receive regular training on eSafety issues. Continue to gather feedback from staff on the medium- and long-term benefits of the training and consult the eSafety Label portal to see suggestions for training courses at www.esafetylabel.eu/group/community/suggestions-for-online-training-courses.

The Assessment Form you submitted is generated from a large pool of questions. It is also useful for us to know if you are improving eSafety in areas not mentioned in the questionnaire. You can

upload evidence of such changes via the [Upload evidence](#) on the [My school area](#) section of the eSafety Portal. Remember, the completion of the Assessment Form is just one part of the Accreditation Process, because the upload of evidence, your exchanges with others via the [Forum](#), and your [reporting of incidents](#) on the template provided are all also taken into account.