eSafety Label - Assessment Form

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

Infrastructure

Technical security

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.

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:** No, staff and pupils are not allowed to bring their own personal devices to school.

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

> **Answer:** Yes, this only requires special permission from the teacher/ICT coordinator.

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.

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: 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.

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.

Software licensing

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

> **Answer:** Yes.

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

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

IT Management

Question: What happens if a teacher would like to acquire new hard/software for the school network?
> **Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

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: Are incidents of cyberbullying logged centrally?
> **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?
> **Answer:** Yes.

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.

Staff policy 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 lifes?
> **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

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: Does the school have an online presence on social media sites?
> **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: Is the eSafety curriculum progressive?

> **Answer:** Yes.

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

> **Answer:** Yes, all pupils in all year groups.

Extra curricular activities

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

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

Sources of support

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.

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.

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: Are teachers trained on the topic of cyberbullying?

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

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

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