

Assessment form submitted by GÜLSÜN BAYAR for ŞEHİT NİHAT KÖYLÜ MESLEKİ VE TEKNİK ANADOLU LİSESİ - 18.11.2020 @ 13:50:48

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.

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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 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 the importance of protecting devices, especially portable ones?

> **Answer:** Yes, we provide training/manuals around issues like these.

Question: How is the storage of school records and other documentation dealt with over time?

> **Answer:** We have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

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: 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:** 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.

Policy

Acceptable Use Policy (AUP)

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

- › **Answer:** Yes.

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.

Reporting and Incident-Handling

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.

Staff policy

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.

Question: Is there a School Policy that states how staff should behave online?

- › **Answer:** Yes.

Pupil practice/behaviour

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.

School presence online

Question: Is it possible for pupils to take part in shaping the school online presence?

- › **Answer:** There is a separate space that pupils manage.

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

> **Answer:** Yes.

Practice

Management of eSafety

Question: Does the school have a designated member of staff responsible for eSafety?

> **Answer:** Yes.

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: 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: Is the eSafety curriculum progressive?

> **Answer:** Yes.

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?

> **Answer:** Yes, we make this a priority in our school from a young age.

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: Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

> **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

Extra curricular activities

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 Staff training

Question: Are teachers trained on the topic of cyberbullying?

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