Assessment form submitted by EBRU ÖZEN for NECİP FAZIL İLKOKULU - 17.11.2020 @ 12:56:05

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

Pupil and staff access to technology

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.

> There is no computer laboratory in our school. Students provide computer access with their own means.

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: Are staff and pupils allowed to use their own equipment on the school WiFi network? How is this monitored?

> **Answer:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

Data protection

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.

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.

Question: Do you have separated learning and administration environments in your school?

> **Answer:** Yes, we have separated learning and administration environments.

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: 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.

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** No.

IT Management

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 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:** We have regular meetings where policy topics are discussed and non-conformity with the school policies is dealt with.

Reporting and Incident-Handling

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.

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

> **Answer:** Yes.

Staff policy

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: Does your school policy contain a section on the taking and publishing of photographs of, and by, pupils, parents and staff?

> **Answer:** Yes, we have a comprehensive section on this in our School Policy.

Practice

Management of eSafety

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

> **Answer:** It is a shared responsibility for all staff.

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.

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.

eSafety in the curriculum

Question: Do you include sexting and the school's approach to it in your child protection policy?

> **Answer:** Yes, sexting is referenced in the child protection policy and there are clear guidelines on how to deal with incidents.

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

Question: Are legal consequences of online actions discussed with pupils? Topics would include terms and conditions, online payments, copyright.

> **Answer:** Yes, in all grades.

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, sometimes.

Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

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

> **Answer:** No.

Staff training

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

> **Answer:** Some staff occasionally/sometimes receive eSafety training.

Final comments

> " *The cyber security policy of our school is carried out by a circular determined by the Ministry of National Education.*"