Assessment form submitted by Derya İnegöl for Derviş Paşa Kurtuluş Orta Okulu - 05.01.2022 @ 13:18:23

Infrastructure

Technical security

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

> **Answer:** There is an ICT coordinator who organises himself.

ICT services can be regularly reviewed and updated and removed when not in use.

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

A firewall was created by installing the MEB Fatihca security certificate on school computers.

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:** 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.

Staff and students can access the common WiFi at the school using their own personal devices. Since Meb internet is used, access to harmful sites is provided.

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.

In school computers, staff generally use USB memory sticks. Students are allowed to use USB memory sticks in a controlled manner.

Question: Are mobile phones and other digital devices allowed in school?

> **Answer:** Some teachers allow mobile phones to be used in class as part of the class activity, due to the potential learning benefits mobile phones and digital devices can bring to the classroom.

The use of mobile phones is allowed for educational and controlled purposes.

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.

School records are kept regularly in the archive system. Expired records are disposed of appropriately.

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.

Staff and student passwords are made regularly to access our school system.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

Software approved by the Ministry of National Education is used for license agreements.

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

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

Document Management System software is installed on computers in administration rooms. This system is used by using e-signature.

IT Management

Question: Are teachers and pupils allowed to install software to computers that are school property?

> **Answer:** No, this can only be done by the person in charge of the school ICT network.

Only teachers are allowed to download educational content and software.

Policy

Acceptable Use Policy (AUP)

Question: Does your school have an Acceptable Use Policy (AUP)?

> **Answer:** Yes, there is an AUP which covers all members of the school community.

Our school has an AUP that covers all its members. Shared on our school's AUP school site.

Question: How do you ensure the school policies are up to date?

> **Answer:** When changes are put into place at school that impact the policy, they are updated immediately.

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.

Yes, it is referenced.

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

> **Answer:** Yes.

Educational mobile devices/mobile phones are used when necessary.

Reporting and Incident-Handling

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

> **Answer:** Yes.

Yes there is.

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

> **Answer:** Yes.

There is a proper procedure. In this context, necessary applications are made.

Staff policy

Question: Are teachers permitted to use personal mobile devices in the classroom?

> **Answer:** In certain circumstances only, in compliance with the AUP.

Only in certain cases, in accordance with the AUP.

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

> **Answer:** Yes, we have regularly updated guidelines clearly laid out in the School Policy on this.

Necessary updates have been made.

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.

There is a proper hierarchy.

School presence online

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

> **Answer:** Yes.

> **Our school has a social presence on social media sites.**

Practice

Management of eSafety 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.

> **Meetings with students and parents focus on the consequences of online actions.**

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

> **eSafety is taught as part of the curriculum through the guidance teacher.**

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.

> **All students in our school are informed about e-Security by the class counselors and school counselors.**

Extra curricular activities

Question: Does the school provide eSafety support for pupils outside curriculum time?

> **Answer:** Yes.

> **Apart from the curriculum period, the school provides e-Security support to students through communication channels (Bip, Whatsapp, Zoom) and the school website.**

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: Do all staff receive regular training on eSafety issues?

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

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: Are teachers trained on the topic of cyberbullying?

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