eSafety Label - Assessment Form

Assessment form submitted by Ayşe ŞANLI APPAK for ÖDEMİŞ ZÜBEYDE HANIM MESLEKİ VE TEKNİK ANADOLU LİSESİ - 23.01.2023 @ 10:39:46

Infrastructure

Technical security

Question: Are all of your school computers virus-protected?

> **Answer:** Yes, all school computers are virus-protected.

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:** Differentiated levels are applied to different ages of pupils and staff.Staff are able to request that certain sites are unblocked or blocked as appropriate.

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 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.

Data protection

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.

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.

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:** Yes.

IT Management

Question: What happens if a teacher would like to acquire new hard/software for the school network?
> **Answer:** Once a year we have a staff meeting where decisions about new hard/software are made.

Policy

Acceptable Use Policy (AUP)

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: Does the school have a policy on the use of mobile devices / mobile phones?
> **Answer:** Yes.

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: Does your school have a strategy in place on how to deal with bullying, on- and offline?
> **Answer:** Yes, we have a whole-school approach, addressing teachers, pupils and parents. It is also embedded into the curriculum for all ages.

Question: Is there a clear procedure if pupils knowingly access illegal or offensive material at school?
> **Answer:** Yes. This is included in written guidance for staff.

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: 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.

Question: Is someone responsible for checking the online reputation of the school regularly?

> **Answer:** Yes.

Practice

Management of eSafety

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 (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: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

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

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.

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: 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.

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