eSafety Label - Assessment Form

Assessment form submitted by naciye bütün for Sazlıpınar Ortaokulu - 04.02.2020 @ 22:15:24

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:** There is a basic level of filtering which blocks pornography, violent and illegal content.

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.

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: Do you have separated learning and administration environments in your school?
> **Answer:** Yes, we have separated learning and administration environments.

Question: How are staff and pupil passwords generated for access to your school system?
> **Answer:** All users are attributed a different password by the system.

Software licensing

Question: Do you have an agreed process for installing software on the school system?
> **Answer:** Yes. We have an agreed, effective process.

Question: How is the software and license status managed?
> **Answer:** It is part of responsibility of the IT responsible to be able to produce an overview of software and license status at any moment.

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.

Question: Once new software is installed, are teachers trained in its usage?
> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

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.

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

Reporting and Incident-Handling

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

Question: Are teachers permitted to use personal mobile devices in the classroom?
> **Answer:** Yes.

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: 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 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: Is there one single person responsible for ICT usage and online access in your school?
> **Answer:** Yes.

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 eSafety taught as part of the curriculum?
> **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 the school provide eSafety support for pupils outside curriculum time?
> **Answer:** Yes.

Question: Does the school have any up-to-date information about the online habits of pupils?
> **Answer:** Yes, we have plenty of information.

Sources of support

Question: Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?
> **Answer:** No.

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: 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.