eSafety Label - Assessment Form

Assessment form submitted by Yunus BAŞÇİ for TAVŞANLI ŞEYH EDEBALİ İMAM HATİP ORTAOKULU - 20.01.2023 @ 08:29:31

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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

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

Pupil and staff access to technology

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

> **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

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

> **Answer:** We store all school records in a safe environment.

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

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

Software licensing

Question: Has the school set a realistic budget for the software needs?

> **Answer:** No.

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

> **Answer:** There are a few members of staff that everyone can ask to do this.

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.

Policy

Acceptable Use Policy (AUP)

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.

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

> **Answer:** Policies are revised adhoc.

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

> **Answer:** Yes.

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: Are incidents of cyberbullying logged centrally?

> **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

Staff policy

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

> **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.

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, but it has not been reviewed for some time.

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

> **Answer:** Yes.

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

> **Answer:** Yes.

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: 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: Are pupils taught about the risks of sexting?
> **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and risks associated with the use of social media and digital images.

Question: Are all pupils in your school taught about eSafety?
> **Answer:** Yes, all pupils in all year groups.

Question: Do you include sexting and the school's approach to it in your child protection policy?
> **Answer:** No, sexting is not referenced in any policies.

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.

Extra curricular activities 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: Does the school provide eSafety support for parents?
> **Answer:** Yes, regularly.

Staff training

Question: Are teachers trained on the topic of cyberbullying?
> **Answer:** Yes, every teacher.

Question: Are teachers aware about the technology that pupils spend their freetime with?
> **Answer:** Yes, this is part of the training and/or information package provided to teachers.