

Assessment form submitted by Ertan DEREN for Muğla 75. Yıl Fen Lisesi - 03.02.2020 @ 13:34:38

Infrastructure

Technical security

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 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.

Question: What is the pupil/computer access in your school?

- > **Answer:** Pupils can bring their own laptops/tablets to school and/or it is easy for the teacher to provide the student with a computer within the class when needed.

Data protection

Question: How is pupil data protected when it is taken 'off site' or being sent by email?

- > **Answer:** All sensitive pupil data is encrypted and stored separately from the learning environment that pupils use.

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 have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

Software licensing

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

- > **Answer:** Yes.

Question: Does someone have overall responsibility for licensing agreements?

- > **Answer:** Yes.

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: Once new software is installed, are teachers trained in its usage?

- › **Answer:** Whenever staff members have a question about software they can contact the school helpdesk.

Policy

Acceptable Use Policy (AUP)

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 for pupils.

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: 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

Question: What happens to a teacher's account once s/he changes her/his role or leaves the school?

- › **Answer:** The administrator is informed and immediately deactivates the teacher account or adjusts rights where possible.

Question: Do you inform teachers about the risks that come with potentially non-secured devices, such as smartphones?

- › **Answer:** Yes, they are clearly formulated in the School Policy and discussed in regular intervals.

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

- › **Answer:** No.

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.

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.

Practice

Management of eSafety

Question: Is there one single person responsible for ICT usage and online access in your school?

- › **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

eSafety in the curriculum

Question: Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

- › **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

Question: Are all pupils in your school taught about eSafety?

- › **Answer:** Yes, all pupils in all year groups.

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: 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.

Extra curricular activities

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

- › **Answer:** Yes, when asked.

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: 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:** 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