

Assessment form submitted by Başak TAŞPINAR GÜN for TEK İLKOKULU - 21.01.2021 @ 13:42:30

Infrastructure

Technical security

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

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

Pupil and staff access to technology

Question: Are staff and pupils allowed to use USB sticks on school computers?

- > **Answer:** Yes, this only requires special permission from the teacher/ICT coordinator.

Question: Are staff and pupils allowed to use their own equipment on the school WiFi network? How is this monitored?

- > **Answer:** No, staff and pupils are not allowed to bring their own personal devices to school.

Data protection

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

- > **Answer:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

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.

Question: Does someone have overall responsibility for licensing agreements?

- > **Answer:** Yes.

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: What happens if a teacher would like to acquire new hard/software for the school network?

- > **Answer:** There is a procedure in place that allows any staff member to make a request which will lead to an

informed decision within a reasonable amount of days on whether new hardware/software should be acquired.

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: 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: 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: 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 procedure for dealing with material that could potentially be illegal?

> **Answer:** Yes.

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

> **Answer:** Yes.

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

Pupil practice/behaviour School presence online

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

> **Answer:** Yes.

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

> **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.

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: Is eSafety taught as part of the curriculum?

- > **Answer:** Yes.

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.

Extra curricular activities

Question: Does your school celebrate 'Safer Internet Day'?

- > **Answer:** Yes, the whole school celebrates 'SID'.

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: Does the school provide eSafety support for parents?

- > **Answer:** Yes, regularly.

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: Are teachers trained on the topic of cyberbullying?

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