**eSafety Label - Assessment Form**

**Assessment form submitted by ibrahim yapici for İbrahim Yapıcı İlkokulu - 07.01.2020 @ 08:38:13**

# 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.

**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 all of your school computers virus-protected?

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

## Pupil and staff access to technology 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.

**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:** No.

## IT Management

**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.

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

**Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

# 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:** We sometimes use mobile phones as a pedagogical tool, but don’t have a specific policy on their use at school.

## Reporting and Incident-Handling

**Question:** Are incidents of cyberbullying logged centrally?

**Answer:** Not really, handling cyberbullying incidents is up to the individual teacher.

**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.

**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:** What happens to a teacher's account onces 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.

## Pupil practice/behaviour

**Question:** Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?

**Answer:** Partly - there is a system in place, but this is not consistently applied by all staff or understood by all pupils.

## School presence online

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

**Answer:** Yes.

**Question:** Is it possible for pupils to take part in shaping the school online presence?

**Answer:** Yes, pupils have the possibility to feedback on our online presence.

# Practice

## Management of eSafety

**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 job description outlines that the member of staff responsible for ICT needs to keep up to date on technologies.

## eSafety in the curriculum

**Question:** Is the eSafety curriculum progressive?

**Answer:** Yes.

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

**Answer:** All pupils in some year groups.

**Question:** Are legal consequences of online actions discussed with pupils? Topics would include terms and conditions, online payments, copyright.

**Answer:** Only for the older pupils.

**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, some staff and pupils celebrate 'SID'.

## Sources of support

**Question:** Does the school provide eSafety support for parents?

**Answer:** Yes, when asked.

**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.

**Question:** Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

**Answer:** Yes, we have some support from them.

**Question:** Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

**Answer:** An informal network of 'eSafety expert' pupils exists.

## Staff training

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