

Assessment form submitted by Sefa Çabuk Armağan for Simav Özel Eğitim Meslek Okulu -
22.12.2023 @ 23:06:45

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

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: How are staff and pupil passwords generated for access to your school system?

> **Answer:** All users are attributed a different password by the system.

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 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:** Yes.

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

> **Answer:** Yes. We have an agreed, effective process.

IT Management

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: 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: Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

- › **Answer:** Yes, eSafety is an integral part of several school policies.

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: 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: 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: Are teachers permitted to use personal mobile devices in the classroom?

- › **Answer:** In certain circumstances only, in compliance with the AUP.

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

Question: When discussing eSafety related aspects, do pupils have the possibility to shape (extra-curricular and curricular) school activities based on what is going on in their daily lives?

- › **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

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

> **Answer:** Yes.

eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

Question: Do you include sexting and the school's approach to it in your child protection policy?

> **Answer:** Yes, sexting is referenced in the child protection policy and there are clear guidelines on how to deal with incidents.

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.

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.

Sources of support

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 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.

Final comments

“Our in-class and extra-curricular activities related to e-Security have been planned, and all our teacher friends in our school have registered to the portal and will actively participate in the process from now on. e-Security studies are very important for our school and our students.”