eSafety Label - Assessment Form

Assessment form submitted by Volkan Yalçın for Adapazarı Hacı Zehra Akkoç Kız Anadolu Lisesi - 23.12.2022 @ 13:52:48

Infrastructure

Technical security

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

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

Licensed virus protection program is available in the computers of the administrative and teachers' rooms in our school, in the ICT classroom and on the interactive boards in all classrooms. This and such measures are included in our school e-security policies. source: school e-safety policies https://hacizehraakkockizanadolulisesi.meb.k12.tr/icerikler/okul-e-guvenlik-politikasi_13518571.html

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.

Due to our school's e-security policies, students are not allowed to use mobile phones in the school. Students bring their phones with them. However, student phones are placed in special lockers in the classrooms from the first lesson. Except when teachers allow its use, it stays closed in phone lockers throughout the school day. source: school e-safety policies https://hacizehraakkockizanadolulisesi.meb.k12.tr/icerikler/okul-e-guvenlik-politikasi_13518571.html

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.

The USB flash drives used on the boards of our school are locked in a "write-in-file/protected" way against risks such as viruses, spam, and trogen, given by the school administration and by the ICT teacher. Student USB flash drives are only allowed to be used under teacher supervision. This protection method was developed after a USB memory-borne virus spread problem and "case" in our school. How the related application was made and the problem we experienced were also uploaded to the esafety label "case" page.

Data protection

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

> **Answer:** No, they are on the same server.

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.

The identity, personal, social and academic information of our students are available on the e-school platform of the Ministry of National Education in our country, and access to this information can only be accessed by teachers and administrators authorized by the school principal. Even teachers do not have the authority to access the data of the class and students that are not under their responsibility.

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.

Records of all documents and data in the school are stored both in digital and file media. It is kept for the periods specified in accordance with the laws, regulations and directives determined by the Ministry of National Education of the Republic of Turkey.

Software licensing

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

> **Answer:** Yes.

The school budget is largely provided by the central government. The software and hardware needs communicated to the Ministry of National Education and its organization are realized by the relevant ministry units and provincial authorities, subject to the approval of the relevant authorities. Apart from this, the software needs of our school are met from time to time, especially for ICT lessons, with its own means of additional income.

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.

The e-security team formed at the beginning of the year in the general assembly of the teachers of our school acts in cooperation and communication regarding the related technological infrastructure, software and hardware problems and needs in the school. The e-security team is led by an ICT teacher and 1 school administrator.

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

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

When all computers, especially interactive whiteboards, are turned off in our school, downloads

IT Management

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 wether new hard/software should be acquired.

When teachers think that such needs arise or occur, they express their demands at monthly teachers' board meetings. These needs stated in the board are evaluated by the school e-security team. Requests deemed appropriate are tried to be fulfilled by the school administration as long as the conditions allow.

Policy

Acceptable Use Policy (AUP) 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.

e-security and cyberbullying issues are handled within our e-security policies. In this regard, cooperation between school, student and parent is considered important and many studies are carried out together.

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.

Within the scope of secondary education institutions regulation, what to do in such cases is again determined legally. In such cases; - School student guidance service -School disciplinary board - School administration - School police -Parents ensures the implementation of the necessary procedure in cooperation.

Question: Does the school take any responsibility for any online incidents that happen outside the school?
> **Answer:** Yes, but this responsibility has not been communicated to everyone.

It takes responsibility in cases that concern the school and school stakeholders (student, teacher, staff, etc.).

Question: Are incidents of cyberbullying logged centrally?
> **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

Such incidents are recorded in the school daily case log. However, we have deficiencies in

Question: Is there a procedure for dealing with material that could potentially be illegal?

> **Answer:** Yes.

Yes, the steps to be followed in such cases, the responsible personnel investigating the issue and the disciplinary penalties are predetermined. The priority is guiding and correcting negative behaviors. However, in advanced cases, the disciplinary process is applied.

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.

In this regard, there are situations that require crime and punishment, how to behave within the scope of personnel law in our country. The policies of our school have also been formed within the scope of these laws and regulations. It is also specially updated within the scope of school needs.

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

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

Teachers can keep their mobile devices with them. They can use it for educational purposes in their lessons and for emergencies. However, it is not acceptable to use them outside of 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 lifes?

> **Answer:** In a limited way.

as long as school policies and the legal framework for education are not exceeded.

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.

It is not allowed to take photos or videos of school stakeholders within the school without permission and to share them on different platforms. The school discipline process is running in this regard. In order to increase the visibility of the activities, projects and studies that the students participate in, there is a rule that their faces should not be visible in the posts to be made. Again, permission petition is taken from the parents for the sharing of these media.

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

> **Answer:** No.

Officially there is only the school website. Apart from this, there are closed whatsapp class groups where only administrator teachers can share messages. The school does not have an official social media account.

Practice

Management of eSafety

Question: How involved are school governors/school board members in addressing eSafety issues?

> **Answer:** There is a named school governor/ board member who reviews eSafety matters.

In addition to teachers, administrators are also included in the school e-safety board. The relevant working team shares all their work with the school administration, and the school administration takes the necessary measures for the realization of the action decisions included in the reports.

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.

The school ICT teacher provides technical support for the general technology and infrastructure of the school. However, all teachers jointly take responsibility for issues such as in-school interactive whiteboards, computers and the use of internet infrastructure.

eSafety in the curriculum

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.

In our school, the "peer bullying" and "cyberbullying" education and guidance program, prepared by the experts of the Ministry of National Education, special education and guidance services directorate, is implemented at all levels. In guidance lessons held for 1 hour a week in all classes, "peer bullying" and "cyberbullying" are discussed by our teachers and guidance specialists. Again, education is given within the scope of the curriculum in ICT courses.

Extra curricular activities

Question: Does the school have any up-to-date information about the online habits of pupils?

> **Answer:** Yes, we have plenty of information.

Our school periodically implements "student internet use and e-security risk determination" surveys on this subject, and the results are communicated to all stakeholders by the school psychology and guidance service at school meetings.

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

> Our school e-security themed board is designed by our students every month. Our students choose the e-security theme of that month and prepare the school board by determining the important e-security topics that their friends deem necessary to be informed. They also provide necessary counseling to their classmates in this regard.They are encouraged to share their e-safety experiences (cyberbullying, fraud, or good practices) in appropriate courses within the curriculum.

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.

> There is also a student in our school's e-security study group. Again, students are actively involved and encouraged in e-safety activities (school board, posters, painting competitions, e-twinning projects, etc.) carried out at school.

Staff training

Question: Do all staff receive regular training on eSafety issues?

> **Answer:** Yes, all staff receive regular training on eSafety.

> All of our personnel have participated in the "digital citizenship training course" on the Teacher training platform of our Ministry of National Education in the years 2021-2022 and 2023. (https://www.oba.gov.tr/egitim/detay/dijital-vatandaslik-egitimi-kursu-545) He also receives "digital literacy" training to increase teachers' knowledge and skills on information and internet literacy. In addition, our teachers have completed the online "Internet Safety and eTwinning Ethics" training on https://etwinningonline.eba.gov.tr/.

Question: Are teachers trained on the topic of cyberbullying?

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

> All of our teachers received training on "cyberbullying" within the scope of teacher in-service training programs of the Ministry of National Education. Again, in-school trainings are given to our teachers by the school guidance and counseling service, and developments and materials are shared. https://orgm.meb.gov.tr/www/siber-zorbalik/icerik/2086

Question: Can teachers organise a training themselves if they have expert knowledge they would like to share with their colleagues?

> **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.

> There is a school whatsapp group where continuous communication and information sharing is ensured among the teachers of our school. Again, from time to time, our teachers make

presentations about their fields of expertise with remote meeting tools such as zoom experienced during the pandemic process. For example, our English teachers introduced the new platform about the recently changed "e-twinning esep" platform, and our geography teachers held out-of-hours training meetings on "climate change and recycling" over zoom.

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.

In our survey applications applied to our students, which include questions on issues such as "internet use, technology use and e-security", students' attitudes about technology use and leisure time are determined. These findings are shared with the relevant course and class guidance teachers for all classes. In the branch teachers' board meetings, student-based situations are shared one by one. These meetings and information sharing increase the awareness of teachers towards students.