# eSafety Label - Assessment Form

**Assessment form submitted by Ahmet Ulum for Erdoğan Şahinoğlu Ortaokulu - 24.01.2023 @ 10:49:37**

# Infrastructure

## Technical security

**Question:** Is the school system protected by a firewall?

> **Answer:** Yes.

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

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

**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 existing ICT services regularly reviewed, updated and removed if no longer in use?

> **Answer:** Yes, this is part of the job description of the ICT coordinator.

## Pupil and staff access to technology

**Question:** Are mobile phones and other digital devices allowed in school?

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

## 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.

## Software licensing 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.

**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.

**Question:** Are teachers and pupils allowed to install software to computers that are school property?
> **Answer:** Yes.

# 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:** Does the school have a policy on the use of mobile devices / mobile phones?
> **Answer:** Yes.

## Reporting and Incident-Handling

**Question:** Does your school have a strategy in place on how to deal with bullying, on- and offline?
> **Answer:** Yes, teachers know how to recognise and handle (cyber)bullying.

**Question:** Is there a procedure for dealing with material that could potentially be illegal?
> **Answer:** Yes.

**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:** 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.

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

**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.

**Question:** Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?
> **Answer:** Yes and this is clearly understood by all and applied consistently throughout the school.

## 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:** 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 member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

## 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.

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

> **Answer:** Yes, all pupils in all year groups.

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

> **Answer:** Yes, in all grades.

## 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.

**Question:** Do pupils do peer mentoring about eSafety?

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

## 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.

**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

**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.

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

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