

Assessment form submitted by ceyda karaca for Şehit Cemal Demir Anadolu İmam Hatip Lisesi - 21.12.2020 @ 23:01:28

## Infrastructure

### Technical security

**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.

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

- > **Answer:** Yes.

### Pupil and staff access to technology

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

- > **Answer:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

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

**Question:** Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

- > **Answer:** We assume all teachers know how to protect portable devices.

### Software licensing

**Question:** Does someone have overall responsibility for licensing agreements?

- > **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.

**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.

## Policy

### Acceptable Use Policy (AUP)

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

- › **Answer:** Some policies refer to eSafety.

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

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

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

- › **Answer:** Yes.

### Staff policy

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

- › **Answer:** Yes.

**Question:** Is there a School Policy that states how staff should behave online?

- › **Answer:** Yes.

**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.

### 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.

## Practice

### Management of eSafety

**Question:** Does the school have a designated member of staff responsible for eSafety?

> **Answer:** No.

### eSafety in the curriculum

**Question:** Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

> **Answer:** Yes, from an early age on.

**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.

### Extra curricular activities

**Question:** Does the school provide eSafety support for pupils outside curriculum time?

> **Answer:** Yes, when asked.

### Sources of support

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

> **Answer:** Yes, we have a lot of 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:** No.

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

> **Answer:** Yes, when asked.

### 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:** 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.

**Question:** Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, if they are interested.