

Action plan submitted by **BETÜL KARABAY** for Yaşar Kınıl Fen Lisesi - 19.01.2023 @ 13:30:30

By submitting your completed Assessment Form to the eSafety Label portal you have taken an important step towards analysing the status of eSafety in your school. Congratulations! Please read through your Action Plan carefully to see what you can do to improve eSafety further in your school. The Action Plan offers useful advice and comments, broken down into 3 key areas: infrastructure, policy and practice.

Infrastructure

Technical security

- › Your school system is protected by a firewall. Ensure that the provision and management of the firewall are regularly reviewed and updated, as and when required.
- › It is very good that all your school devices are virus protected. Make sure you also have included a paragraph on virus protection in both your school policy and your Acceptable Use Policy, and ensure that staff and pupils rigorously apply school guidelines. If you need further information, check out the fact sheet on Protecting your devices against malware at www.esafetylabel.eu/group/community/protecting-your-devices-against-malware.

Pupil and staff access to technology

- › Since staff and pupils can use their own equipment on your school network, it is important to make sure that the Acceptable Use Policy is reviewed regularly by all members of the school and adapted as necessary. It must be discussed with pupils at the start of each academic year so that they understand what is in place to protect them and their privacy, and why. Base the policy around behaviour rather than technology. Visitors must also read and sign the Acceptable Use Policy before they use the school's network.
- › It is good that in your school computer labs can easily be booked. Consider the option of integrating other digital devices into the lessons as using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.

Data protection

- › You have a good policy of keeping your learning and administration environments separate. It is good to ensure that staff training on managing these environments is up to date as you continue to review your policies. Share your policy with other eSafety Label users by uploading it to your school profile.
- › Passwords offer unique entry points into the school computing system and some basic rules of password security should be rigorously applied. For further information, read the fact sheet on Safe passwords at www.esafetylabel.eu/group/community/safe-passwords.
Include these rules in your Acceptable User Agreement and avoid giving new users a standard "first access"

password.

Software licensing

- › Ensure that all staff are aware of the procedure for purchasing new software and that all licenses are appropriate for the number of pupils and staff that will be using them. The [End-user license agreement](#) section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.
- › Your school has set a realistic budget for software needs. This is good. Ensure that it remains this way. You might also want to look into alternatives, e.g. Cloud services or open software.
- › You need to make sure that all the software in your school is legally licensed and that copies of the licences are held centrally. You also need to check with whoever supports your IT systems that the software will not compromise system security. Your school should develop a clear policy for software acquisition and it is good practice to centralise this process wherever possible.

IT Management

- › In your school only the head master and/or IT responsible can acquire new software. Consider putting a system into place where teachers can ask for new software in a non-bureaucratic and timely fashion. This allows teachers to create a more engaging lesson without the temptation of unauthorized copying and its inherent dangers and costs.

Policy

Acceptable Use Policy (AUP)

- › It is excellent that eSafety is an integral part of several school policies. Do all staff make reference to it when appropriate through their teaching? Look for examples of good practice and share these with staff and pupils. Produce a short case study to highlight this good practice and upload it to your profile on the eSafety Label portal via your [My school area](#) as inspiration for other schools.
- › It is good practise that whenever changes are put into place in your school, the school policies are revised if needed. Note though, that also changes outside the school can affect policies such as new legislations or changing technologies. Therefore please review your policies at least annually.

Reporting and Incident-Handling

- › It's good that you have a clear School Policy on handling out-of-school eSafety incidents; is the number of these declining? Start a discussion thread in the community on what other preventative measures or awareness raising activities could be used in order to reduce the number of issues further. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylevel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.

Staff policy

- › You have guidelines in your Acceptable Use Policy (AUP) on teachers' classroom usage of mobile phones.

Upload your AUP to your school profile as it is a model of good practice that can help other eSafety Label schools.

- › In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.
- › As new technology and online practices emerge the borders of acceptable practice are constantly blurred. This is something that needs to be discussed at staff meetings often. Could you create a tutorial on professional online conduct of staff and upload it to your school profile via your [My school area](#) so that other schools can benefit from your good practice?

Pupil practice/behaviour

- › When discussing eSafety pupils at your school can sometimes provide feedback on the activities. Involve them as much as possible so that the teacher recognises real life issues while the pupils are more engaged.
- › Your school has a school wide approach of positive and negative consequences for pupil behaviour. This is good practice, please share your policy via the [My school area](#) of the eSafety portal so that other schools can learn from it.

School presence online

- › It is good that pupils can give feedback on the school's online presence. Think about creating a space that is entirely managed by pupils. It's a great opportunity to learn about media literacy and related issues. It also can help to establish a peer network of support. Find out more about in the eSafety Label fact sheet.
- › Review the policy on taking photographs of, and by, pupils, parents and staff and check that it reflects any recent developments. Ideally, the policy should focus on behaviour rather than specific technologies. The fact sheet on Taking and publishing photos and videos at school (www.esafetylabel.eu/group/community/taking-and-publishing-photos-and-videos-at-school) will provide a good starting point.

Practice

Management of eSafety

- › It is good that all staff in your school are responsible for eSafety. However, it is good practice to appoint a person who will have overall responsibility for eSafety issues to provide the focus needed. Ideally this should be someone from the senior leadership team. Ensure that this person is involved in the development and regular review of your School Policy. She or he should not only be informed, but should also fill out the Incident handling form whenever an incident arises at www.esafetylabel.eu/group/teacher/incident-handling.
- › Ensure that the governor or board member appointed for eSafety has the opportunity to receive regular training and also to ensure that colleagues are aware of eSafety issues. Involve your governing body in the development and regular review of your School Policy. See our fact sheet on School Policy www.esafetylabel.eu/group/community/school-policy.
- › In your school, teachers are responsible for their own pupils' online activity. There are many network security and user privacy, audit and procedural tool checks and balances that need to take place to ensure the safety of your

pupils and the school networks, and these should be laid down in your School Policy. See our fact sheet on School Policy at www.esafetylabel.eu/group/community/school-policy.

To ensure this happens as efficiently and often as necessary, we advise that the Principal of your school appoints one individual staff member to look after eSafety management in the school. This person will be responsible for seeing that all aspects included in your School Policy are discussed and looked at with other teachers as well as with pupils in the classroom.

To ensure that every staff member, pupil and parent is aware of her or his online rights and responsibilities, see the fact sheet on Acceptable Use Policy (www.esafetylabel.eu/group/community/acceptable-use-policy-aup-).

- › Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of new features and risks. Check out the [Better Internet for Kids portal](#) to stay up to date with the latest trends in the online world.

eSafety in the curriculum

- › It is excellent that consequences of online actions are discussed with pupils in all grades. Terms and conditions need to be read to fully understand contractual conditions. This can also concern aspects of data privacy. Another important topic is breach of copyright. Please share the materials used through the uploading evidence tool, accessible also via the [My school area](#).
- › It is good that sexting has been integrated into wider online safety education across the school. Are you able to assess the impact of this education? Does it help pupils to modify their behaviours? How do you know?

Extra curricular activities

- › Consider carrying out a simple survey in order to establish what pupils are doing when they go online. This will help to inform eSafety education within the school. Share your survey questionnaire and results in the eSafety Label community via your [My school area](#) (avoiding publishing any personal information) so that other schools can benefit from your work and even share their results with you for comparative purposes.

Sources of support

- › It is great that in your school pupils are actively encouraged to become eSafety mentors. You might want to share your approach to strengthening this network with other teachers on the eSafety Label website via the forum or your school's profile page, so that others can replicate it.

Staff training

- › In your school knowledge exchange between staff members is encouraged. This is beneficiary to the whole school. Upload PowerPoints, documents or similar of knowledge exchanges on eSafety topics via the uploading evidence tool, accessible also via the [My school area](#).
- › Your school makes sure that every teacher is trained on cyberbullying. Please share resources that are used in these trainings via uploading them to your [My school area](#). Are you also monitoring the effect that this training had on the number of incidents?

for us to know if you are improving eSafety in areas not mentioned in the questionnaire. You can upload evidence of such changes via the [Upload evidence](#) on the [My school area](#) section of the eSafety Portal. Remember, the completion of the Assessment Form is just one part of the Accreditation Process, because the upload of evidence, your exchanges with others via the [Forum](#), and your [reporting of incidents](#) on the template provided are all also taken into account.