

Assessment form submitted by BETÜL KARABAY for Yaşar Kımıl Fen Lisesi - 19.01.2023 @ 13:30:30

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.

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.

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

> **Answer:** Yes, we have separated learning and administration environments.

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

> **Answer:** It is up to the individual teacher and/or the ICT coordinator. I am not sure how these are generated.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

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:** There are a few members of staff that everyone can ask to do this.

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: 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.

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.

Reporting and Incident-Handling

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

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

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: 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:** In a limited way.

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: 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.

Question: Does your school policy contain a section on the taking and publishing of photographs of, and by, pupils, parents and staff?

> **Answer:** Yes, but it has not been reviewed for some time.

Practice

Management of eSafety

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

> **Answer:** It is a shared responsibility for all staff.

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.

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.

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

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

Question: Are pupils taught about the risks of sexting?

> **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

Extra curricular activities

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

> **Answer:** Yes, we have a little information.

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: 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, every teacher.