

Assessment form submitted by Hüseyin Mücahit SARI for Tokat Fahriye Arat Kız Anadolu İmam Hatip Lisesi - 26.12.2020 @ 18:03:46

## Infrastructure

### Technical security

**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.

**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.

### 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 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.

### Software licensing

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

- > **Answer:** Yes.

**Question:** How is the software and license status managed?

- › **Answer:** It is part of responsibility of the IT responsible to be able to produce an overview of software and license status at any moment.

## IT Management

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

- › **Answer:** No, this can only be done by the person in charge of the school ICT network.

## Policy

### Acceptable Use Policy (AUP)

**Question:** Does the school have a policy on the use of mobile devices / mobile phones?

- › **Answer:** Yes.

**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.

### Reporting and Incident-Handling

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

- › **Answer:** Yes.

**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:** 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.

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

- › **Answer:** Yes.

### 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.

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

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

### Pupil practice/behaviour 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:** Is someone responsible for checking the online reputation of the school regularly?

> **Answer:** Yes.

## Practice

### Management of eSafety

**Question:** Is there one single person responsible for ICT usage and online access in your school?

> **Answer:** Yes.

### eSafety in the curriculum

**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.

**Question:** Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

> **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

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

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

**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 your school celebrate 'Safer Internet Day'?

> **Answer:** Yes, the whole school celebrates 'SID'.

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

> **Answer:** No.

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

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

### 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.

### 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.

