

Assessment form submitted by Buse Aydın for Kuzören Ortaokulu - 07.02.2020 @ 17:46:22

Infrastructure

Technical security

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

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

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

> **Answer:** To my knowledge no one is following this up.

Pupil and staff access to technology Data protection

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.

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

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

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.

Software licensing

Question: Do you have an agreed process for installing software on the school system?

> **Answer:** Yes. We have an agreed, effective process.

Question: How is the software and license status managed?

> **Answer:** I don't know.

IT Management

Question: Once new software is installed, are teachers trained in its usage?

> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

Policy

Acceptable Use Policy (AUP)

Question: How do you ensure the school policies are up to date?

> **Answer:** We don't have school policies yet.

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

> **Answer:** Yes.

Question: Does your school have an Acceptable Use Policy (AUP)?

> **Answer:** No.

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:** No.

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 clear procedure detailing what to do if inappropriate or illegal material is discovered?

> **Answer:** No.

Staff policy

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

> **Answer:** No.

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: Does the school have an online presence on social media sites?

> **Answer:** Yes.

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: 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: 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: Are pupils taught about the risks of sexting?

- > **Answer:** No, sexting is not currently taught at the school.

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.

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:** No.

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.

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: Are teachers trained on the topic of cyberbullying?

- > **Answer:** Yes, every teacher.