

Assessment form submitted by Özlem Avcı for Toki Esenkent Ortaokulu - 12.02.2024 @ 19:52:44

## 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.

**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:** There is a basic level of filtering which blocks pornography, violent and illegal content.

**Students were informed about internet security and a school board was created.**

### Pupil and staff access to technology

**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.

**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:** Are staff and pupils allowed to use USB sticks on school computers?

> **Answer:** Yes, but how staff and pupils are allowed to use their USBs is clearly stipulated in our Acceptable Use Policy.

### Data protection

**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.

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

> **Answer:** Yes, we provide training/manuals around issues like these.

## Software licensing

**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.

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

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

## IT Management

# Policy

## Acceptable Use Policy (AUP)

**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.

**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.

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

- > **Answer:** Yes, there is an AUP which covers all members of the school community.

## Reporting and Incident-Handling

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

- > **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

**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.

## Staff policy

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

- > **Answer:** Yes.

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

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

### eSafety in the curriculum

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

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

**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.

**Question:** Is the eSafety curriculum progressive?

- > **Answer:** Yes.

**Question:** Is eSafety taught as part of the curriculum?

- > **Answer:** Yes, in the ICT curriculum.

### Extra curricular activities

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

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

**Question:** Does your school celebrate 'Safer Internet Day'?

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

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

- > **Answer:** Yes.

### 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:** Do all staff receive regular training on eSafety issues?

- > **Answer:** Yes, all staff receive regular training on eSafety.

## Final comments

*“All school employees are responsible for internet safety.”*