

Assessment form submitted by Yasemin ALTIN for Büyükorhan Çok Programlı Anadolu Lisesi - 13.02.2023 @ 13:24:11

Infrastructure

Technical security 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 mobile phones and other digital devices allowed in school?

- > **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

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: 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 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:** This is a shared task between several people and information can be gathered in a short time frame.

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.

Reporting and Incident-Handling

Question: Is there a clear procedure if pupils knowingly access illegal or offensive material at school?

> **Answer:** Yes. This is included in written guidance for staff.

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.

Staff policy

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.

Pupil practice/behaviour

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.

Question: Does your school have a policy that states how pupils should communicate electronically at school?

> **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

School presence online

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

> **Answer:** Yes, we have a comprehensive section on this in our School Policy.

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.

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: 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.

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: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

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.

Question: Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?

> **Answer:** Yes, the school counselor is knowledgeable in eSafety issues.

Staff training

Question: Do all staff receive regular training on eSafety issues?

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

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.