# eSafety Label - Assessment Form

**Assessment form submitted by Serkan YAZAR for KAZIM KARABEKİR ORTAOKULU - 28.11.2020 @ 10:25:32**

# Infrastructure

## Technical security

**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:** Yes, this is part of the job description of the ICT coordinator.

## 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.

> **1 adet bilgisayar laboratuvarımız ve bir adet robotik kodlama atölyemiz vardır.**

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

> **Answer:** Yes, this only requires special permission from the teacher/ICT coordinator.

## Data protection

**Question:** How is the storage of school records and other documentation dealt with over time?

> **Answer:** We store all school records in a safe environment.

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

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

## Software licensing

**Question:** Has the school set a realistic budget for the software needs?

> **Answer:** Yes.

> **Yıllık olarak bakım, onarım, erişim hizmetleri adı altında okulumuz bütçesi 20 bin tl. dir**

**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.

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

> **Answer:** No.

## 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:** 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:** How does the school ensure that School Policies are followed?
> **Answer:** We trust our staff.

## 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.

## Staff policy

**Question:** What happens to a teacher's account onces 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.

**Question:** Are teachers permitted to use personal mobile devices in the classroom?
> **Answer:** No.

## 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:** Not really, it is up to individual teacher to discuss this in class.

> **Belli aralıklarla yapılan seminerlerde ve Bilişim dersinde bahsedilmektedir.**

### School presence online

**Question:** Is someone responsible for checking the online reputation of the school regularly?

> **Answer:** Not officially, but the ICT coordinator/a senior teacher assumes this role.

# Practice

## Management of eSafety

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

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

**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:** 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:** 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 provide eSafety support for pupils outside curriculum time?

> **Answer:** Yes, when asked.

**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:** Does the school provide eSafety support for parents?

> **Answer:** Yes, when asked.

## Staff training

**Question:** Are teachers trained on the topic of cyberbullying?

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

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

> **Answer:** Some staff occasionally/sometimes receive eSafety training.

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