eSafety Label - Assessment Form

Assessment form submitted by GÜLHAN ÇALIŞKAN for AYYILDIZ İLKOKULU MÜDÜRLÜĞÜ - 27.01.2021 @ 21:47:00

Infrastructure

Technical security

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: 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:** 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.

Pupil and staff access to technology

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:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

Question: How are staff and pupil passwords generated for access to your school system?
> **Answer:** New users are given a standard password and asked to generate their own password on their first access.

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

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

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

IT Management

Policy

Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

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 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: 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: 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, 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.

Question: Do you inform teachers about the risks that come with potentially non-secured devices, such as smartphones?

> **Answer:** Yes, they are clearly formulated in the School Policy and discussed in regular intervals.

Pupil practice/behaviour 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: Is there one single person responsible for ICT usage and online access in your school?

> **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

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 job description outlines that the member of staff responsible for ICT needs to keep up to date on technologies.

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

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

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

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?

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

Sources of support

Question: Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

> **Answer:** We actively encourage pupils to become peer eSafety mentors by offering facultative courses and/or school rewards on eSafety topics or similar.

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

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