

Assessment form submitted by Merve AKGÜN for Süleyman Yılmaz Anaokulu - 15.02.2023 @ 11:03:55

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:** There is an ICT coordinator who organises himself.

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

> **Answer:** Some/many machines have virus protection.

Pupil and staff access to technology

Question: Are mobile phones and other digital devices allowed in school?

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

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: 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: 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: 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.

Software licensing 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.

Question: What happens if a teacher would like to acquire new hard/software for the school network?

> **Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

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: How does the school ensure that School Policies are followed?

> **Answer:** Teachers and pupils have to sign the policy. In the case of pupils it is read and discussed in class.

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:** Yes.

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

> **Answer:** Yes.

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.

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.

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

> **Answer:** Yes.

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

› **Answer:** Yes.

Practice

Management of eSafety

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

› **Answer:** Yes.

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: 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: 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: Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

› **Answer:** We will respond to any questions about this from pupils, but these issues are not routinely part of our online safety education.

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: Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

› **Answer:** Yes, but only the older pupils.

Extra curricular activities Sources of support

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:** Informally, the school provides help on this.

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

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