

Assessment form submitted by Mükerrerem Ortaakarsu for Halit Narin Mesleki ve Teknik Anadolu Lisesi - 17.01.2023 @ 07:44:24

## Infrastructure

### Technical security

**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.

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

- > **Answer:** Yes, all school computers are virus-protected.

### 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:** 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.

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

- > **Answer:** Yes.

## IT Management

**Question:** Are teachers and pupils allowed to install software to computers that are school property?

- > **Answer:** No, this can only be done by the person in charge of the school ICT network.

## Policy

### Acceptable Use Policy (AUP) Reporting and Incident-Handling

**Question:** Is there a procedure for dealing with material that could potentially be illegal?

- > **Answer:** Yes.

**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.

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

- > **Answer:** This is the responsibility of the teacher.

**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:** 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.

**Question:** When discussing eSafety related aspects, do pupils have the possibility to shape (extra-curricular and curricular) school activities based on what is going on in their daily lives?

- > **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

### School presence online

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

- > **Answer:** Yes.

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

- > **Answer:** Yes.

**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.

### eSafety in the curriculum

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

> **Answer:** Yes.

### Extra curricular activities

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

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

**Question:** Do pupils do peer mentoring about eSafety?

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

### Sources of support

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

> **Answer:** Yes, regularly.

**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:** 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:** There is a school counselor, though (s)he is not especially trained in eSafety issues.

### Staff training

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

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

**Question:** Can teachers organise a training themselves if they have expert knowledge they would like to share

with their colleagues?

- › **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.