

Assessment form submitted by Seda DANACI for KUTİPOĞLU ANAOKULU - 14.01.2021 @ 16:33:09

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

Evet bir güvenlik duvarı ile korunuyor

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

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

Okul ortamımızda öğrencilerimizin cep telefonu kullanımı söz konusu değildir, zaten öğrencilerimizin yaşı küçük olduğu için kendilerine ait cep telefonları bulunmamaktadır.

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.

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.

Sınıflarımızda bilgisayarlarımız var ve bunların kontrolü öğretmenlere aittir

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: 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:** All users are attributed a different password by the system.

Software licensing

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: Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

> **Answer:** Yes, eSafety is an integral part of several school policies.

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

> **Answer:** We have regular meetings where policy topics are discussed and non-conformity with the school policies is dealt with.

Reporting and Incident-Handling

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

> **Answer:** Yes.

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: 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.

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

- > **Answer:** Yes.

okulumuzun müdür yardımcısı bu görevden sorumlu

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:** It is a shared responsibility for all staff.

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 (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 legal consequences of online actions discussed with pupils? Topics would include terms and conditions, online payments, copyright.

- > **Answer:** Yes, in all grades.

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: Are pupils taught about the risks of sexting?

- > **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

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 Sources of support Staff training

Question: Are teachers trained on the topic of cyberbullying?

› **Answer:** Yes, every teacher.

Gerekli eğitimler alması için yönlendirilir.guvenli internet semineri düzenlendi

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: 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.

Whatsap gruplarımızdan ve çevrimici toplantılarla uzmanlık eğitimleri düzenliyoruz