

Assessment form submitted by Didem Çağan for Gürler Şehit Mustafa Sağlam İlkokulu -  
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## Infrastructure

### Technical security

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

- > **Answer:** Not always. It is up to the class teacher or school ICT coordinator.

### 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.

**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:** 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.

### Data protection

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

- > **Answer:** No, they are on the same server.

**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 store all school records in a safe environment.

**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.

### 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 your school have an Acceptable Use Policy (AUP)?

> **Answer:** No.

**Question:** How do you ensure the school policies are up to date?

> **Answer:** They are revised yearly.

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

> **Answer:** Yes.

## Reporting and Incident-Handling

**Question:** Are incidents of cyberbullying logged centrally?

> **Answer:** Not really, handling cyberbullying incidents is up to the individual teacher.

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

> **Answer:** Not really, it is left up to the teachers to deal with.

**Question:** Does your school have a strategy in place on how to deal with bullying, on- and offline?

> **Answer:** Yes, we have a whole-school approach, addressing teachers, pupils and parents. It is also embedded into the curriculum for all ages.

## Staff policy Pupil practice/behaviour

**Question:** Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?

> **Answer:** No.

## 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 it possible for pupils to take part in shaping the school online presence?

> **Answer:** Yes, pupils have the possibility to feedback on our online presence.

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

- > **Answer:** Yes.

## 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.

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

### eSafety in the curriculum

**Question:** Are pupils taught about the risks of sexting?

- > **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and risks associated with the use of social media and digital images.

**Question:** Are all pupils in your school taught about eSafety?

- > **Answer:** Yes, all pupils in all year groups.

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

- > **Answer:** Only for the older pupils.

### Extra curricular activities

**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.

### Staff training

**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.