

Assessment form submitted by Ismail Serdar Siyakus for Halkalı Doga İlkokulu - 21.12.2020 @ 16:12:01

## 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.

### Pupil and staff access to technology

**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 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.

**Question:** How are staff and pupil passwords generated for access to your school system?

> **Answer:** It is up to the individual teacher and/or the ICT coordinator. I am not sure how these are generated.

**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

**Question:** Does someone have overall responsibility for licensing agreements?

> **Answer:** No.

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

> **Answer:** Yes.

### IT Management

**Question:** Once new software is installed, are teachers trained in its usage?

- › **Answer:** Whenever staff members have a question about software they can contact the school helpdesk.

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

- › **Answer:** Once a year we have a staff meeting where decisions about new hard/software are made.

## Policy

### Acceptable Use Policy (AUP)

**Question:** Does your school have an Acceptable Use Policy (AUP)?

- › **Answer:** Yes, there is an AUP which covers all members of the school community.

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

- › **Answer:** Yes.

**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 procedure for dealing with material that could potentially be illegal?

- › **Answer:** Yes.

**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.

### 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:** Is there a School Policy that states how staff should behave online?

- › **Answer:** Yes.

### 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.

### School presence online

**Question:** Is it possible for pupils to take part in shaping the school online presence?

- › **Answer:** No.

# Practice

## Management of eSafety

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

> **Answer:** Yes.

**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:** No.

**But we decided to teach as part of the curriculum after the online meeting with our staffs.**

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

> **Answer:** All pupils in some year groups.

**Question:** Is the eSafety curriculum progressive?

> **Answer:** Yes.

## Extra curricular activities

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

> **Answer:** Yes, some staff and pupils celebrate 'SID'.

**But we will celebrate it altogether this year because we informed all the students and teachers about this day.**

**Question:** Does the school provide eSafety support for pupils outside curriculum time?

> **Answer:** Yes, when asked.

## Sources of support

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

> **Answer:** Yes, when asked.

**But we will support them regularly with online meetings.eSafety changed our opinions.**

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

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

**We try to expand the information between our staffs. At the beginning of this year there were only three or four staffs in this portal but after the online meeting we have 20 members here.**