

Action plan submitted by duygu özdamarlar for TÜPRAŞ MAHMUT ESAT BOZKURT ORTAOKULU - 05.11.2020 @ 21:02:12

By submitting your completed Assessment Form to the eSafety Label portal you have taken an important step towards analysing the status of eSafety in your school. Congratulations! Please read through your Action Plan carefully to see what you can do to improve eSafety further in your school. The Action Plan offers useful advice and comments, broken down into 3 key areas: infrastructure, policy and practice.

Infrastructure

Technical security

- › It is good practice that your ICT services are regularly reviewed, updated and removed if no longer in use.

Pupil and staff access to technology

- › Consider whether banning mobile devices is a rule that is fit for purpose and if your school might want to allow digital devices for some class activities. You could develop as part of your Acceptable Use Policy a section on how digital technologies can and cannot be used in the classroom; see the fact sheet on Using Mobile Phones at School (www.esafetylevel.eu/group/community/using-mobile-device-in-schools).
- › It is good that in your school computer labs can easily be booked. Consider the option of integrating other digital devices into the lessons as using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.

Data protection

- › Your school has a legal obligation under the Data Protection Act (DPA) 1998 to store, archive and dispose of personal information securely. Ensure that a good records management system is put in place. Check the according fact sheet for more information.
- › Having your learning and administration environments together can create a security risk. Ensuring security of staff's and pupils' private data is a fundamental role of the school. We recommend that your appointed eSafety manager/ICT coordinator, together with the staff and a technical expert, define and implement a strategy for separating learning and administration environments or ensuring the equivalent highest level of security between them. Read the fact sheet on Protecting sensitive data in schools at www.esafetylevel.eu/group/community/protecting-sensitive-data-in-schools.

Software licensing

- › Compliance with licensing agreements is important. Someone needs to have overall responsibility to ensure that this is happening and that all licenses are valid for purpose. Staff should be briefed on who is the person

responsible.

The [End-user license agreement](#) section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.

- › Review how the budget on software is spent. You might also want to look into alternatives, e.g. Cloud services or open software.
- › It is good that you can produce an overview of installed software and their licences in a short time frame with the help of several people. Consider centralising this.

IT Management

- › It is good practice to ensure that the person in charge of the ICT network is fully informed of what software is on school-owned hardware and this should be clearly indicated in the School Policy and the Acceptable Use Policy. The person responsible for the network needs to be able to guarantee conformity with licensing requirements and that new software won't interfere with network operation.
- › It is good that staff members with questions about software issues can contact a school helpdesk. Consider whether you need to provide training and/or guidance to new software that is installed on school computers. This is important to ensure that school members will take advantage of new features, but also that they are aware of relevant security and data protection issues.

Policy

Acceptable Use Policy (AUP)

- › School policies and procedures are essential to ensure a smooth operation within a school and that all school members follow the same set of rules and guidelines. Ensure that school policies exist and that all school members are aware of them. You can find more information on this in the of the eSafety Label website.

Reporting and Incident-Handling

- › (Cyber)bullying can be a serious problem and a whole-school approach should be taken to tackle it with a zero tolerance strategy. Read more about it in the eSafety fact sheet area.
- › Online issues that take place outside of school will inevitably have an impact inside school. Consider whether the school needs to make a statement about how such issues will be dealt with in the School Policy and the Acceptable Use Policy. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylevel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.

Staff policy

- › There should be a code of conduct for staff so that they are clear about what is acceptable behaviour when they are online. This should be clearly communicated to all staff in the School Policy, and to staff and pupils in the Acceptable Use Policy. Regularly review and update both documents as necessary.

- › It is good practice that the school policy includes information about risks with potentially non-secured devices, such as smartphones and that reference is made to it. Consider sharing your school policy via the uploading evidence tool, also accessible through the [My school area](#).

Pupil practice/behaviour

- › Your school partly has a school wide approach of positive and negative consequences for pupil behaviour. This is a good start, make sure that the policy and associated hierarchy applies to all on- and offline issues and is shared widely and re-visited by all staff and pupils at least annually.
- › When discussing eSafety pupils at your school can sometimes provide feedback on the activities . Involve them as much as possible so that the teacher recognises real life issues while the pupils are more engaged.

School presence online

- › While your school has an online presence, pupils cannot take part in shaping it. Explore if there could be a way to involve pupils, maybe as part of a digital council. It's a great opportunity to learn about media literacy and related issues. It also can help to establish a peer network of support. Find out more about in the eSafety Label fact sheet.
- › Having an official school page on some of the more widely used/popular social networking sites can be useful for parents, pupils and the broader public if you use it to publicise your actions and events. However, exercise care when setting this up to ensure that someone from the school has control over posts etc. Check the fact sheet on Schools on social networks (www.esafetylabel.eu/group/community/schools-on-social-networks) for further information.
- › Review the policy on taking photographs of, and by, pupils, parents and staff and check that it reflects any recent developments. Ideally, the policy should focus on behaviour rather than specific technologies. The fact sheet on Taking and publishing photos and videos at school (www.esafetylabel.eu/group/community/taking-and-publishing-photos-and-videos-at-school) will provide a good starting point.

Practice

Management of eSafety

- › Appoint a person who will have overall responsibility for eSafety issues. Ideally this should be someone from the senior leadership team. Ensure that this person is involved in the development and regular review of your School Policy. She or he should not only be informed, but should also fill out the Incident handling form whenever an incident arises at www.esafetylabel.eu/group/teacher/incident-handling.
- › In addition to a clear designation of responsibility to ensure that all necessary network security and user privacy checks are in place, it is essential that schools also have audit and procedural checks at regular intervals. Without this, a school will be leaving itself vulnerable. See our fact sheet on School Policy at www.esafetylabel.eu/group/community/school-policy.

Although there should always be an overall lead person on eSafety just as you have in your school, everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to

minimise problems. Use our fact sheet Acceptable Use Policy

(www.esafetylevel.eu/group/community/acceptable-use-policy-aup-) to ensure that everyone plays their part in ensuring they are all the best and safest digital citizens they can be.

eSafety in the curriculum

- › It is very good that, in your school, pupils are taught from an early age on about responsibilities and consequences when using social media. Please share any resources through the uploading evidence tool, accessible also via the [My school area](#).
- › All pupils need to receive some eSafety education. Although pupils may not be using technology within school, they will more than likely be using it at home and so some of the issues surrounding the use of online technology need to be addressed.
- › It is good practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.
- › It is good that you are making a specific reference to sexting within your child protection policy as this is a growing issue that many young people are having to deal with. It is also important to ensure that you are providing appropriate education for pupils about this issue.
- › In order to be ready for the world of today, pupils need to understand the legal consequences of their online actions. See if topics such as terms and conditions, online payments and copyright can be integrated into the curriculum.

Extra curricular activities

- › Use Safer Internet Day as a mechanism to get the whole school community involved with online safety. The information and resources available at www.saferinternetday.org offer an ideal opportunity to promote peer advocacy activities.

Sources of support

- › There is a school counselor in your school though not trained on eSafety issues. Investigate if there is a training course that this teacher could follow in order to be better equipped to help pupils dealing with issues related to new media.

Staff training

- › It is good practise that you provide information to teachers on the technology used by pupils in their freetime. This is important as this awareness is the first step in addressing the issue of powering down for school. At the same time pupils should not be asked to do their homework using technology not available to them outside of schools. You might want to have a look at the [Essie Survey of ICT in schools](#).

The Assessment Form you submitted is generated from a large pool of questions. It is also useful for us to know if you are improving eSafety in areas not mentioned in the questionnaire. You can upload evidence of such changes via the [Upload evidence on the My school area](#) section of the eSafety Portal. Remember, the completion of the Assessment Form is just one part of the

Accreditation Process, because the upload of evidence, your exchanges with others via the [Forum](#), and your [reporting of incidents](#) on the template provided are all also taken into account.