

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

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.

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.

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: How is the storage of school records and other documentation dealt with over time?

- > **Answer:** It is up to the ICT personnel to take care of this.

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

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

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

- > **Answer:** I don't know.

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

- > **Answer:** Yes; but it is not wisely spent.

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.

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.

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.

Policy

Acceptable Use Policy (AUP)

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

- › **Answer:** We trust our staff.

Reporting and Incident-Handling

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

- › **Answer:** No, this is up to the teacher.

Question: Does the school take any responsibility for any online incidents that happen outside the school?

- › **Answer:** No.

Staff policy

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

- › **Answer:** No.

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.

Pupil practice/behaviour

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

- › **Answer:** Partly - there is a system in place, but this is not consistently applied by all staff or understood by all pupils.

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:** In a limited way.

School presence online

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

- › **Answer:** No.

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

- › **Answer:** No.

Question: Does your school policy contain a section on the taking and publishing of photographs of, and by, pupils, parents and staff?

- > **Answer:** Yes, but it has not been reviewed for some time.

Practice

Management of eSafety

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

- > **Answer:** No.

Question: Is there one single person responsible for ICT usage and online access in your school?

- > **Answer:** Yes.

eSafety in the curriculum

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 all pupils in your school taught about eSafety?

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

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: 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:** No.

Extra curricular activities

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

- > **Answer:** Not at the moment.

Sources of support

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 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.

