

Assessment form submitted by AYŞEGÜL ÖZAYDIN for ERZİN ORTAOKULU - 09.01.2020 @ 09:17:41

Infrastructure

Technical security

Question: Are filtering levels uniform across schools or do they depend on user profiles (teacher, pupil, admin staff, etc.) and their level of maturity/seniority?

- > **Answer:** Differentiated levels are applied to different ages of pupils and staff. Staff are able to request that certain sites are unblocked or blocked as appropriate.

Question: Is the school system protected by a firewall?

- > **Answer:** Yes, but sometimes we have to bypass it for certain applications.

Pupil and staff access to technology

Question: Are staff and pupils allowed to use USB sticks on school computers?

- > **Answer:** Yes, this only requires special permission from the teacher/ICT coordinator.

Data protection

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: Do you consistently inform all school members about the importance of protecting devices, especially portable ones?

- > **Answer:** We assume all teachers know how to protect portable devices.

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.

Software licensing

Question: How is the software and license status managed?

- > **Answer:** It is part of responsibility of the IT responsible to be able to produce an overview of software and license status at any moment.

Question: Does someone have overall responsibility for licensing agreements?

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

Question: Do you have an agreed process for installing software on the school system?

- > **Answer:** There are a few members of staff that everyone can ask to do this.

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.

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: 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: Is there a procedure for dealing with material that could potentially be illegal?

- > **Answer:** It is left to teachers to deal with this when the issue arises.

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

- > **Answer:** Yes, but this responsibility has not been communicated to everyone.

Staff policy

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.

Question: Are teachers permitted to use personal mobile devices in the classroom?

- > **Answer:** No.

Question: Do you inform teachers about the risks that come with potentially non-secured devices, such as smartphones?

- > **Answer:** This is the responsibility of the teacher.

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.

Pupil practice/behaviour School presence online

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

- > **Answer:** Not officially, but the ICT coordinator/a senior teacher assumes this role.

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

- > **Answer:** Not an official one, though some teachers have set up a profile for their class.

Practice

Management of eSafety

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

> **Answer:** Yes.

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.

eSafety in the curriculum

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

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

Extra curricular activities

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

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

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

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

Sources of support

Question: Does the school provide eSafety support for parents?

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

Question: Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

> **Answer:** We actively encourage pupils to become peer eSafety mentors by offering facultative courses and/or school rewards on eSafety topics or similar.

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: Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, if they are interested.

Question: Are teachers aware about the technology that pupils spend their freetime with?

> **Answer:** This is up to the individual teacher.

