

Assessment form submitted by Gamze Eçen for GÖLCÜK GONCAGÜLLER ANAOKULU -  
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## 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.

**FILTERING IS MADE IN CONSIDERING THE AGE OF STUDENTS AT OUR SCHOOL. OUR FILTERING APPLICATIONS ARE ALSO AVAILABLE ACCORDING TO THE STAFF LEVELS.**

**Question:** Is the school system protected by a firewall?

- › **Answer:** Yes.

**THERE IS A SECURITY WALL APPLICATION ON NETWORK-CONNECTED EQUIPMENTS REQUIRED BY SCHOOL SECURITY POLICY**

### 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:** No, staff and pupils are not allowed to bring their own personal devices to school.

**PERSONNEL AND STUDENTS ARE FORBIDDEN TO USE MOBILE NETWORK AND WIFI-USING EQUIPMENT IN THE SCHOOL.**

**Question:** Are mobile phones and other digital devices allowed in school?

- › **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

**OUR SCHOOL IS FORBIDDEN TO USE DIGITAL DEVICES FOR PERSONAL USE BY TEACHERS AND STUDENTS, REQUIRED BY THE SECURITY PROTOCOL. HOWEVER, WE CAN USE IT FOR AN EDUCATIONAL ACTIVITY.**

### Data protection

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

- › **Answer:** Yes, we have separated learning and administration environments.

**DIFFERENT LEARNING AND MANAGEMENT ENVIRONMENTS ARE AVAILABLE IN OUR SCHOOL.**

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

> **Answer:** All users are attributed a different password by the system.

**THE MINISTRY OF EDUCATION CREATES A DIFFERENT USER NAME AND PASSWORD FOR ALL TEACHERS.**

## Software licensing

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

> **Answer:** Yes. We have an agreed, effective process.

**NO SOFTWARE IS INSTALLED ON THE SCHOOL SYSTEM WITHOUT LEGAL USE. OUR SCHOOL USES SOFTWARE WITH A RIGHT TO USE OR PAID FOR A SERVICE.**

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

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

**I DO NOT HAVE AN IDEA ABOUT THIS.**

## IT Management

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

> **Answer:** There is a procedure in place that allows any staff member to make a request which will lead to an informed decision within a reasonable amount of days on whether new hard/software should be acquired.

**THE USAGE AREAS OF THE RELATED SOFTWARE ARE DETERMINED IN THE TEACHERS BOARD MEETING. IF THE NEED IS EVALUATED, NECESSARY PROCEDURES ARE TAKEN TO PROVIDE.**

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

> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

**IF NEW SOFTWARE IS INSTALLED, INFORMATION ABOUT THE SOFTWARE IS MADE AT THE MEETINGS.**

## Policy

### Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

**OUR SCHOOL HAS A SECURITY POLICY ON THIS ISSUE.**

**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.

**WE HAVE REGULAR MEETINGS WHERE POLICY ISSUES ARE DISCUSSED AND NON-COMPLIANCE WITH SCHOOL POLICIES IS ADDRESSED. WE TAKE THE NECESSARY MEASURES IN THIS MATTER.**

## Reporting and Incident-Handling

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

- > **Answer:** Yes.

**WE HAVE A PROCEDURE FOR MATERIALS THAT MAY BE ILLEGAL.**

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

- > **Answer:** Yes.

**WE HAVE A PROCEDURE PREPARED ON THIS TOPIC.**

## Staff policy

**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.

**YES, THERE ARE EXPRESSLY STATED INSTRUCTIONS IN THE SCHOOL POLICY REGARDING THIS. WE UPDATE RELATED SUBSTANCES REGULARLY.**

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

- > **Answer:** In certain circumstances only, in compliance with the AUP.

**IT CAN BE USED FOR EDUCATIONAL PURPOSES.**

## 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.

**COVERED BY OUR SECURITY POLICY.**

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

- > **Answer:** Yes and this is clearly understood by all and applied consistently throughout the school.

**WE ASSESS ONLINE BEHAVIORS REGULAR AND CONSISTENTLY.**

## 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.

**COVERED BY OUR SECURITY POLICY.**

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

> **Answer:** Yes.

**THERE IS AN OFFICIAL INTERNET SITE USED BY OUR SCHOOL.**

## Practice

### Management of eSafety

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

> **Answer:** Yes.

**WE HAVE A RESPONSIBLE PERSON WHO COMES REGULARLY OUTSIDE OF SCHOOL AND CHECK THE COMPUTERS, HE IS AN ICT EXPERT AND CHECKS SCHOOLS PRIMARY SCHOOLS' INTERNETS**

**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.

**OUR SCHOOL HAS A PERSONNEL AUTHORIZED TO THIS MATTER.**

### 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.

**TEACHED SINCE EARLY AGES.**

**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.

**COVERED BY OUR POLICY.**

### Extra curricular activities

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

> **Answer:** Yes.

**SUPPORT IS ALWAYS PROVIDED.**

**Question:** Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

**Do pupils do peer mentoring about eSafety?**

## Sources of support

**Question:** Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

> **Answer:** Yes, we have a lot of support from them.

**YES WE GET SUPPORT ON EVERY MATTER**

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

> **Answer:** Yes, regularly.

**WE PROVIDE REGULAR INFORMATION AND SUPPORT AT OUR MEETINGS.**

## Staff training

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

> **Answer:** Yes, all staff receive regular training on eSafety.

**ALL TEACHERS AT OUR SCHOOL ARE REGULARLY INFORMED BY TAKING INTO CONSIDERATION OF DEVELOPMENTS ON THE SUBJECT.**

**Question:** Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, every teacher.

**NECESSARY TRAINING ON CYBER BULLYING IS PROVIDED.**