eSafety Label - Assessment Form

Assessment form submitted by Fatih ÇODUR for Bucak Mesleki ve Teknik Anadolu Lisesi - 08.02.2021 @ 05:08:32

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:** Filtering is defined by users when they log on to the school system.

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: Is the school system protected by a firewall?

> **Answer:** Yes.

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.

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

> **Answer:** Some teachers allow mobile phones to be used in class as part of the class activity, due to the potential learning benefits mobile phones and digital devices can bring to the classroom.

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.

Software licensing

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

> **Answer:** Yes.

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: 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: 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.

Policy

Acceptable Use Policy (AUP)

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

Question: Does your school have an Acceptable Use Policy (AUP)?
> **Answer:** Yes, there is an AUP which covers all members of the school community.

Reporting and Incident-Handling

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

Question: Does your school have a strategy in place on how to deal with bullying, on- and offline?
> **Answer:** Yes, teachers know how to recognise and handle (cyber)bullying.

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

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: What happens to a teacher's account onces 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.

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 lifes?
> **Answer:** In a limited way.

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.

Practice

Management of eSafety

Question: Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

 › **Answer:** The member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

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

 › **Answer:** It is a shared responsibility for all staff.

eSafety in the curriculum

Question: Is eSafety taught as part of the curriculum?

 › **Answer:** Yes, in the ICT curriculum.

Question: Are legal consequences of online actions discussed with pupils? Topics would include terms and conditions, online payments, copyright.

 › **Answer:** Yes, in all grades.

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: 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: Are pupils taught about the risks of sexting?

 › **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and risks associated with the use of social media and digital images.

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?

 › **Answer:** Yes, sometimes.

Sources of support

Question: Does the school provide eSafety support for parents?

 › **Answer:** Yes, when asked.

Staff training

Question: Can teachers organise a training themselves if they have expert knowledge they would like to share with their colleagues?

> **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.