

Assessment form submitted by Ayse Cankaya for Alpay Kalkandelen Anaokulu - 18.01.2023 @ 19:12:56

## Infrastructure

### Technical security

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

> **Answer:** Yes.

**Our e-mail system is protected by passwords and firewalls. Our school carries out its security operations in accordance with the provisions of the "Regulation on Publications Made on the Internet and Combating Crimes Committed Through These Publications" numbered 5651. An antivirus application with an institutional structure is used. There is an access restriction by the MEB.**

### Pupil and staff access to technology

**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.

**Due to the young age of our school students, they do not use individual computers unless they have the necessary training and applications. however, our trainings are supported by computer, internet and web2 tools.**

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

> **Answer:** Yes, but how staff and pupils are allowed to use their USBs is clearly stipulated in our Acceptable Use Policy.

**our school staff and teachers can use devices such as portable devices and usb within the measures we have determined in our school and security policy.**

### Data protection

**Question:** How is pupil data protected when it is taken 'off site' or being sent by email?

> **Answer:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

**A corporate internet network is used. Sharing is done in accordance with our e-security policy**

**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.

**The registered documents of our school are kept by the expert team by taking the necessary precautions in accordance with the rules determined by the Ministry of National Education.**

## Software licensing

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

- › **Answer:** Yes.

**Our internet networks and programs are kept safe and up-to-date by providing the necessary funds from the school budget with the companies that have a contract with our school and have a good command of hardware and software.**

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

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

**The web pages of our school and the technological tools used are kept up to date. Necessary software for this is provided by contracted institutions.**

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

- › **Answer:** Yes.

**Our school administrators carry out the necessary studies for the necessary license procedures.**

**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.

**software management processes are managed by our school's contracted IT specialist.**

## 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.

**Teachers are informed about the new program by the informatics expert.**

## Policy

### Acceptable Use Policy (AUP)

**Question:** How do you ensure the school policies are up to date?

- › **Answer:** When changes are put into place at school that impact the policy, they are updated immediately.

**When changes that affect policy are implemented at the school, a teachers' meeting is held and these are updated immediately.**

**Question:** Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

> **Answer:** Yes, eSafety is an integral part of several school policies.

**Yes, there is a comprehensive section on this in our School Policy.**

**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.

**This is clearly stated in our school's e-security policy.**

## Reporting and Incident-Handling

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

> **Answer:** Yes.

**Warning Web ([ihbarweb.org.tr](http://ihbarweb.org.tr)) - illegal content reporting line has been shared with all teachers.**

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

> **Answer:** No.

**This is clearly stated in our school's e-security policy.**

**Question:** Are incidents of cyberbullying logged centrally?

> **Answer:** Not really, handling cyberbullying incidents is up to the individual teacher.

**No cyberbullying has been encountered so far. however, information studies on the subject are carried out up-to-date.**

**Question:** Is there a clear procedure if pupils knowingly access illegal or offensive material at school?

> **Answer:** Yes. This is included in written guidance for staff.

**Yes, there is a comprehensive section on this in our School Policy.**

## 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.

**When a teacher leaves our school, necessary e-security procedures are carried out.**

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## Pupil practice/behaviour 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.

**This is clearly stated in our school's e-security policy.**

**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.

**Only certain features are compatible with the AUP.**

## Practice

### Management of eSafety

**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.

**All staff of our school receive regular e-Safety training by the psychological counselor and guidance teacher.**

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

> **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

**All of the school teachers shared the responsibilities of the school's web pages within the framework of cooperation. There is a computer in each classroom that administrators and staff can use. information tools are used by all stakeholders, both jointly and individually.**

### eSafety in the curriculum

**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.

**During the academic year, students are informed about e-security, cyberbullying and sexual content at regular intervals.**

**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.

**The students of our school are made aware of media literacy and disinformation by the teachers**

**in accordance with the safe internet policy.**

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

> **Answer:** Yes, all pupils in all year groups.

**E-safety training is given to students from all age groups at the level of developmental characteristics of their age.**

**Question:** Is the eSafety curriculum progressive?

> **Answer:** Yes.

**Necessary studies to keep our e safety information, policy and practices up to date are brought to the agenda at the meetings.**

## Extra curricular activities

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

> **Answer:** Yes, sometimes.

**Since the age group is small, it is integrated into the national education curriculum and included in daily education flows instead of directly teaching classroom activities related to safe internet use by classroom teachers, not peer education.**

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

> **Answer:** Yes.

**A healthy cooperation is established with the parents of our school, and parents can communicate with our teachers when they want to get support outside of school hours.**

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

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

**eTwinning project coordinators share information with the whole school by including the classrooms where the project is not carried out in the e-safety day celebrations.**

## Sources of support 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.

**In our family trainings, parents are informed about children's technological devices and healthy time control in their use of the internet.**

