

Assessment form submitted by GUL DOGAN for ERZİNCAN ANADOLU LİSESİ - 02.01.2020 @ 18:47:57

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:** There is a basic level of filtering which blocks pornography, violent and illegal content.

The filtering system is provided to all the schools in the country by Fatih Project and Ministry of National Education. It is not basic level it is totally advanced level. Our filtering system is approved by Ministry of National Education. Without that filtering system, we cannot use the computers.

Question: Are all of your school computers virus-protected?

> **Answer:** Yes, all school computers are virus-protected.

This is a general policy of the Ministry of National Education. We use virus-protection programs supported by Ministry of National Education.

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

It is arranged by the Ministry of Education. At locals there are some advisors and ICT teachers who can control the firewall on regular basis. We have it on every computer. We update them regularly.

Pupil and staff access to technology

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.

All the smart boards and computers are protected with deepfreeze programs. All the teachers were informed about to use safe USBs and if they are not sure about the safety of the USBs they have, they must to consult ICT teacher first. Students usually ask permission from the teachers to use their USBs.

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.

After every academic year, we store all the records and documents according to their importance. Some records must be kept for five years, some for 2 years. The school administration makes a clear distinction between them and direct us.

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.

We don't need to create passwords for the school system.

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.

The ICT teachers were trained to manage software and license status by Ministry of National Education, thus, it's their responsibility.

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.

We consult and get help from the school's ICT teacher.

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.

We all got trainings about how to use smart boards and some of the softwares installed theoretically and practically. We have an ICT teacher and voluntary teachers who are good at software problems at the school and ICT Advisors at Directorate of Ministry of Education to get information whenever we want.

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.

All the staff members can create their own software programs because we are all trained about it.

Policy

Acceptable Use Policy (AUP)

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.

eSafety is important issue at our school policies. It is emphasized at every meeting.

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

> **Answer:** Yes.

Students cannot bring their mobile devices to the school. This policy is decided with the parents. Teachers are expected not to use their mobile phones during the lessons. However, if smart phones are needed to carry out some projects' activities, families and school administrators are informed beforehand.

Reporting and Incident-Handling

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

> **Answer:** Yes, and all staff, pupils and parents understand this.

We always want to be the ones whenever students need. We don't want them to be all alone. School staff and parents are always keep in touch.

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

> **Answer:** Yes.

We provide detailed information about them our school's website and discuss them during the guidance-pupils hours. We have strong regulations about these.

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.

We are expected to respect students' personal information, photos and videos on our online social media tools as our school policy. We can't share their information without students' and their parents' permissions.

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.

It happens when a teacher leaves the school for another school. They don't have any right to reach to the students' information, grades or school's internet and computer accounts.

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

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

Sometimes, for e-twinning projects we have to record some activities and take photos to complete the tasks of the project. Thus, we need to use our own mobile devices in the classrooms. Bu we have to acknowledge the administrators beforehand.

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.

We inform all the teachers about possible risks and incidents happened in other cases at the very beginning of the academic year.

Pupil practice/behaviour

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.

Not all the lessons have enough space to discuss them during the lesson hours. But for English lessons, in which as most of the eTwinning or national projects are carried out, students have the possibility to shape activities based on their daily lives.

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.

School staff is informed not to exhibit clear images of students on social media accounts. Parents and staff are informed beforehand when their photos or videos would be shared on our school websites.

Practice

Management of eSafety

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

> **Answer:** Yes.

ICT teacher: Kenan Keskin

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: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

Even if it is not mentioned in some lessons' curriculum, as a school policy every teacher spends some time to teach safety in their lessons.

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

We follow the current news and cases about eSafety, digital citizenship, digital tools, cyber bullying and arrange our lessons according to these data.

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

> **Answer:** Yes, in all grades.

We give information about all online actions in our ICT club hours.

Extra curricular activities

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

> **Answer:** Yes.

Sometimes we invite some experts about eSafety and give seminars to our students. As we always carry out eTwinning projects, we support our students about eSafety one-to-one, as a group, face-to-face and online all the time.

Question: Does the school have any up-to-date information about the online habits of pupils?

> **Answer:** Yes, we have plenty of information.

It is the part of extra-curriculum.

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.

ICT Teacher: Kenan Keskin

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

> **Answer:** Yes, we have some support from them.

We have school counselors.

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.

We are all trained about it, so we are highly are aware of it.