

Assessment form submitted by Olkan PURSAH for Ünye Yeşilkent Şehit Mustafa Güler Ortaokulu
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Infrastructure

Technical security

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

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

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

- > **Answer:** There is an ICT coordinator who organises himself.

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.

Pupil and staff access to technology Data protection

Question: How is the storage of school records and other documentation dealt with over time?

- > **Answer:** We store all school records in a safe environment.

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

- > **Answer:** New users are given a standard password and asked to generate their own password on their first access.

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

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

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: 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: 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.

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.

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.

Reporting and Incident-Handling

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

> **Answer:** Yes.

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.

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.

Staff policy

Question: Is there a School Policy that states how staff should behave online?

> **Answer:** No.

Pupil practice/behaviour

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.

School presence online

Question: Is it possible for pupils to take part in shaping the school online presence?

> **Answer:** No.

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:** Yes.

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 job description outlines that the member of staff responsible for ICT needs to keep up to date on technologies.

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:** They are sometimes involved.

eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

- > **Answer:** A little.

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

- > **Answer:** No, not all pupils in all year groups.

Question: Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

- > **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

Extra curricular activities

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

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

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:** Yes, the school counselor is knowledgeable in eSafety issues.

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.

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

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

