

Assessment form submitted by Çetin Teker for Alkasan Ortaokulu - 31.03.2021 @ 17:42:59

Infrastructure

Technical security

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.

The ICT coordinator constantly makes the necessary arrangements and updates .And He shares the resources for continuous information about the updates and arrangements has been made.

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

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

All computers in the school are protected by original and licensed virus programmes. These programmes are updated regularly.

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

Yes,there is a security wall application on network-connected equipment 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:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

Staff and Pupils can bring their own laptops/tablets to school.Thanks to the internet connection, various resources can be used in the classroom environment. Students also benefit from these resources. Of course, use is governed by a robust AUP.

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.

Usb sticks can only be used for school and educational purposes.But ,students can use USB sticks with permission of the teacher/ICT coordinator.

Data protection

Question: Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

> **Answer:** Yes, we provide training/manuals around issues like these.

We provide our teachers informative and necessary resources and documents for the use of portable vehicles.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

Our ICT coordinator has overall responsibility for licensing agreements.

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

> **Answer:** Yes.

Budget is reserved for computer operating systems and antivirus programs.

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.

When the new software is installed, the ICT coordinator informs the teachers and helps them to use it.

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.

Neither teacher nor student can install programs or software to computers without the permission of the ICT coordinator. They can only upload files and documents related to education, lessons and school.

Policy

Acceptable Use Policy (AUP)

Question: Does your school have an Acceptable Use Policy (AUP)?

> **Answer:** Yes, there is an AUP which covers all members of the school community.

The rules that everyone in the school must follow while using computers, mobile phones and tablets are clearly stated.

Reporting and Incident-Handling

Question: Does your school have a strategy in place on how to deal with bullying, on- and offline?

- › **Answer:** Yes, we have a whole-school approach, addressing teachers, pupils and parents. It is also embedded into the curriculum for all ages.

In particular, our school counselor has detailed information on this subject. In such cases, she does what is necessary in terms of pedagogy.

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

- › **Answer:** Yes.

Measures and sanctions are applied immediately, in accordance with the rules taken, in accordance with the situation.

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.

Necessary information was given to parents and students in writing and as a brochure.

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.

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.

Teachers are regularly informed about the use of portable devices and information protection

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

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

Teachers can only use phones and mobile devices in extracurricular times for lessons and educational matters.

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.

We have a policy on this issue. Students can communicate electronically within the framework of determined rules.

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.

Permission must be obtained from the relevant person for photo sharing. Especially, permission must be obtained from the parents for sharing the photographs of the students and their faces must be covered before sharing.

Question: Is someone responsible for checking the online reputation of the school regularly?

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

Periodically, ICT coordinator holds meetings about technological developments and current events.

eSafety in the curriculum

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

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

Necessary information about internet usage is given to students by ICT coordinator at regular intervals.

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.

ICT coordinator and teachers informs students about cyberbullying.

Question: Are pupils taught about the risks of sexting?

› **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

Yes, it is specified in our policy.

Extra curricular activities

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

> **Answer:** Yes.

Parents are informed about this issue frequently.

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

> **Answer:** Yes, the whole school celebrates 'SID'.

Yes, on 9th February , we celebrate the safe internet day with various events. We also celebrate this special day with importance in our Etwinning projects.

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.

Our school counselor is well equipped about esafety rules.

Question: Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

> **Answer:** We actively encourage pupils to become peer eSafety mentors by offering facultative courses and/or school rewards on eSafety topics or similar.

Since our students are constantly informed about safe internet use, our students are very conscious about eSafety issues.

Staff training

Question: Are teachers trained on the topic of cyberbullying?

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

Meetings are held and necessary information is provided about the measures that can be taken about cyberbullying.

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.

Since the exchange of information and experience transfer between teachers is very important, such activities are held.