

Assessment form submitted by Sema Koç for KAZIM ÖZALP ORTAOKULU - 12.02.2024 @ 19:43:57

Infrastructure

Technical security

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

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

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

Pupil and staff access to technology

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

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

The use of mobile phones in schools is prohibited by the Ministry of National Education.

Question: What is the pupil/computer access in your school?

> **Answer:** There are some computer labs, but it is hard to book them.

We have a computer laboratory, but it is difficult to use it because the computers are very old. Instead, we ask our students to bring their own computers to school when needed.

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.

Teachers and students are allowed to use the wifi network provided by the Ministry of National Education, with many restrictions.

Data protection

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

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

We have an information technology classroom and technical support rooms. There are also smart boards in our classrooms.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

Our teacher, who is an information technologies teacher and also the assistant principal, has responsibility for licensing agreements

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.

Our information technologies teachers are responsible for software and licensing issues.

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

> **Answer:** Yes.

Yes, a study was carried out on this issue at the meeting at the beginning of the year.

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.

Also At the meeting held at the beginning of the training period, requests for the software to be purchased are written.

Policy

Acceptable Use Policy (AUP)

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.

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

> **Answer:** No.

Reporting and Incident-Handling

Question: Are incidents of cyberbullying logged centrally?

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

A diary of cyber security-related incidents will be kept starting this year.

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.

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.

All students are informed about the problem, their personal information is protected, and solutions are discussed.

Staff policy

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.

Information about cyber security, smartphone risks and other e-security issues is provided at all board meetings planned at the school.

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.

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

- › **Answer:** Yes.

Pupil practice/behaviour

Question: Does your school have a policy that states how pupils should communicate electronically at school?

- › **Answer:** Not really, it is up to individual teacher to discuss this in class.

School presence online

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

- › **Answer:** Yes, pupils have the possibility to feedback on our online presence.

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.

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

- › **Answer:** Yes.

eSafety in the curriculum

Question: Is eSafety taught as part of the curriculum?

- > **Answer:** Yes, in the ICT curriculum.

Extra curricular activities

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

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

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.

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.

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.

Staff training

Question: Are teachers trained on the topic of cyberbullying?

- > **Answer:** Yes, if they are interested.

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

- > **Answer:** Informally, the school provides help on this.