

Assessment form submitted by CEREN TEZEL KELES for Kaymakam Özgür Azer Kurak Ortaokulu
- 09.01.2023 @ 06:45:09

Infrastructure

Technical security

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

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

• Kaymakam Özgür Azer Kurak Secondary School is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace. • Emerging technologies have been examined for educational benefit and the school leadership team ensures that appropriate risk assessments are carried out before use in school is allowed. • The school has ensured that appropriate filtering and monitoring systems are in place to prevent staff and pupils from accessing unsuitable or illegal content. • The school have taken all reasonable precautions to ensure that users access only appropriate material.

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:** Differentiated levels are applied to different ages of pupils and staff. Staff are able to request that certain sites are unblocked or blocked as appropriate.

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.

We have a policy about it. Check from the school website:

https://kaymakamozguroo.meb.k12.tr/meb_iys_dosyalar/35/29/888110/dosyalar/2023_01/07221923_PORTABLE-DEVICES-AND-MOBILE-PHONE-USE-POLICY.pdf?CHK=ab606ba53351003d630249647e0bdf99

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.

Kaymakam Özgür Azer Kurak Secondary School believes that e-Safety is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles. Because of this reason the face to face and online seminars have been organizing for all school members. İzmir Provincial Directorate of National

Education has been trying to raise awareness of the SIBERAY (<https://www.siberay.com/>) project through the website <https://siber.bilisimgunleri.org/>. For this reason, all students in our school have watched 3 videos on the relevant website. Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, have been provided for all members of staff in a variety of ways, on a regular (at least annual) basis. The ÖBA platform, which was prepared by the Ministry of National Education, is a portal specially prepared for the professional development of teachers. Many of our school teachers have contributed to their professional development by taking digital literacy, data science and digital citizenship seminars on this platform.

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

› **Answer:** All users are attributed a different password by the system.

Our students log in our school system with the passwords they have created. Students are trained by informatics teachers and our school's e safety team on creating secure passwords. Within the framework of our school's e-safety plan, students pay attention to the following rules when creating a secure password: All user and admin passwords must be at least eight (8) characters in length. Longer passwords and passphrases are strongly encouraged. Where possible, password dictionaries should be utilized to prevent the use of common and easily cracked passwords. Passwords must be completely unique, and not used for any other system, application, or personal account. Default installation passwords must be changed immediately after installation is complete. Every teacher's flash disc in the school is virus protected. They also use their flash disc as keys to open smart boards. Access to smart boards is provided by teachers only.

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.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

› **Answer:** Yes.

The Ministry of National Education has provided the necessary certificate and certificate installation for the Secure Internet Access of Schools and Institutions.

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

› **Answer:** Yes.

Not long term but the short-term budget policy is determined at the beginning of the term. Regular maintenance, meeting software needs, updating the software, necessary funding for issues such as hardware addition and repair is provided by the school administration.

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

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

IT Management

Question: What happens if a teacher would like to acquire new hard/software for the school network?

› **Answer:** Once a year we have a staff meeting where decisions about new hard/software are made.

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.

Yes, we have school policies including safeguarding and child protection, anti-bullying, behaviour, data security, image use, Acceptable Use Policies, confidentiality, screening, searching and confiscation and relevant curriculum policies including computing/ICT Check the school website: <https://kaymakamozguroo.meb.k12.tr/>

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

› **Answer:** They are revised yearly.

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

› **Answer:** Yes.

KAYMAKAM ÖZGÜR AZER KURAK SECONDARY SCHOOL PORTABLE DEVICES AND MOBILE PHONE USE POLICY Our students may bring mobile phones and portable devices to our school in accordance with the relevant regulations of the Ministry of National Education. Our students can use mobile devices and mobile phones under the supervision of a teacher in educational activities within the school. Our students can not use portable devices and mobile phones for this purpose at our school. In the event that our students do not use portable devices and mobile phones in accordance with the purpose and rules set forth above, our school will implement the following guidelines respectively; 1.) The teacher or school administrator who determines that the student does not use the portable device or mobile phone in accordance with the purpose and rules stated above shall take the relevant device and shall deliver it to the assistant principal who is responsible for the student. The assistant manager signs the portable device or mobile phone delivery schedule. 2.) The portable device or mobile phone owner's student's parent is invited to the school by the assistant principal. The pupil and the student are warned verbally about the subject. The mobile phone is delivered to the parent with a signature. 3.) If the student's portable device or phone is taken again by a teacher or school administrator for the same reason, the relevant assistant manager sends the student to "Student Behavior Evaluation Commity" 4.) The situation of the student is discussed in the Student Behavior Evaluation Commity. The parents of the student are invited to the school and the situation is reported to the parents. 5.) The situation again after the same behavior of the student is reviewed again in the Student Behavior Assessment Commity. Student is punished in accordance with the regulations. The situation is reported to the student's parents. It is written in the student's file.

Reporting and Incident-Handling

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

› **Answer:** Yes.

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.

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.

• **Supervision of pupils will be appropriate to their age and ability**
• **Younger pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.**
• **11-14 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.**
• **Teenage pupils will be appropriately supervised when using technology, according to their ability and understanding.**

Question: Are incidents of cyberbullying logged centrally?

> **Answer:** No.

Staff policy 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.

The key responsibilities of Kaymakam Özgür Azer Kurak Secondary School Pupils (children and young people) are:

- **Contributing to the development of online safety policies.**
- **Reading the school/setting Acceptable Use Policies (AUPs) and adhering to them.**
- **Respecting the feelings and rights of others both on and offline.**
- **Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.**
- **At a level that is appropriate to their individual age, ability and vulnerabilities:**
- **Taking responsibility for keeping themselves and others safe online.**
- **Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.**
- **Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.**

School presence online

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

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 eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

The esafety policies at our school are updated at the beginning of each semester.

Question: Do you include sexting and the school's approach to it in your child protection policy?

- › **Answer:** No, sexting is not specifically mentioned although there are references to inappropriate behaviour by pupils online.

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.

The curriculum contains online safety lessons and activities designed to help prevent online extremism/radicalisation/hate speech. Within the framework of English, Social Studies and Informatics lessons, students are given lectures on these subjects and watched videos.

Extra curricular activities

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

- › **Answer:** Yes.

In the Information Technologies and Software course, lectures and practices are given to students on Cyber Security, Digital Citizen, Privacy and Security, Ethical Values within the scope of the curriculum. Information about password security is provided. Students are warned about possible dangers. Again in this context, "Become an Internet by Playing Games!" The subjects were reinforced by playing games on the website https://beinternetawesome.withgoogle.com/tr_all/ which is the motto. Don't be cyberbullied! #NOT AWARE <https://www.guvenlinet.org.tr> <https://www.guvenliweb.org.tr> [https://www.guvenliweb.org.tr](https://www.guvenliweb.org.tr/haber-detay/onemli-linkler-1-tikla-yanizinda) sites were shared and examples were given about the subject. In addition, videos and animations were sent to the students about safe internet use via EBA. In addition, the videos that concern the parents were also sent via whatsapp.

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

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

As we are a PBL based school SID is must for our international projects to raise awareness about esafety. We celebrate SID and prepare a magazine which we share all the things we've done during the day and publish it in our school website. Here is one of the example: <https://viewer.joomag.com/safer-internet-day-eco-friendly-actions-safer-internet-day/0719485001527426128>

Sources of support

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.

yes.

Question: Does the school provide eSafety support for parents?

› **Answer:** Yes, regularly.

Seminars are organized for our parents with the participation of our school counselors and informatics teachers. In addition, trainings on cyberbullying are given twice a year by the District Police Department.

Staff training

Question: Do all staff receive regular training on eSafety issues?

› **Answer:** Yes, all staff receive regular training on eSafety.

Our teachers take online courses prepared by the ÖBA platform and the Ministry of National Education. In addition, our teachers also participate in seminars organized on international platforms. The staff has joined the seminars about Internet Safety and eTwinning Ethics, All About eSafety Label at <https://etwinningonline.eba.gov.tr/>

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.

Class teachers focuses on the place of computer games and social networks in the leisure of children - how much time children spend at the computer during the week and during the holidays; in what kinds of activities they engage; how much time they devote to playing computer games, the Internet and social networks.

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.

Always. As we are labelled as Selfie school and SELFIE enables schools to get a picture of where they stand and to develop an action plan in order to enhance their digital capacity we focus on trainings. Not only in our school but also in the neighbourhood area the specilist teachers of our school organize trainings.