eSafety Label - Assessment Form

Assessment form submitted by Canfer GÜRBUNAR for Borsa İstanbul Esenevler Ortaokulu - 19.01.2023 @ 18:56:02

Infrastructure

Technical security

Question: Is the school system protected by a firewall?

› **Answer:** Yes.

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.

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 mobile phones and other digital devices allowed in school?

› **Answer:** Some teachers allow mobile phones to be used in class as part of the class activity, due to the potential learning benefits mobile phones and digital devices can bring to the classroom.

Data protection

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.

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.

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: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

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 wether new hard/software should be acquired.

Policy

Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

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.

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

> **Answer:** Yes.

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.

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.

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

> **Answer:** No.

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.

Pupil practice/behaviour School presence online

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

> **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.

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

> **Answer:** Yes.

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:** It is a shared responsibility for all staff.

eSafety in the curriculum

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.

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

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

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

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

> **Answer:** Yes.

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

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

Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

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

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

Staff training

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

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