

Assessment form submitted by serpil yuksel for Abdurrahman Neriman Bileydi İlkokulu -  
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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:** Is the school system protected by a firewall?

> **Answer:** Yes.

### Pupil and staff access to technology

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

> **Answer:** There are specific computer labs, which can be booked by the teacher and the teachers make good usage of this option.

**Question:** Are staff and pupils allowed to use USB sticks on school computers?

> **Answer:** We have a policy that does not allow staff and pupils to use USB memory sticks.

**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.

### Data protection

**Question:** How is pupil data protected when it is taken 'off site' or being sent by email?

> **Answer:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

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

> **Answer:** I don't know.

### Software licensing

**Question:** Does someone have overall responsibility for licensing agreements?

> **Answer:** I don't know.

### IT Management

**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.

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

> **Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

## Policy

### Acceptable Use Policy (AUP)

**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.

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

### 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.

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

> **Answer:** Yes.

**Question:** Are incidents of cyberbullying logged centrally?

> **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

**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.

### Staff policy Pupil practice/behaviour

**Question:** When discussing eSafety related aspects, do pupils have the possibility to shape (extra-curricular and curricular) school activities based on what is going on in their daily lives?

> **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

### School presence online

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

> **Answer:** Yes.

# Practice

## Management of eSafety

**Question:** Is there one single person responsible for ICT usage and online access in your school?

> **Answer:** Yes.

**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.

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

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

**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.

## Extra curricular activities

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

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

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

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

**Question:** Do pupils do peer mentoring about eSafety?

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

## 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.

## 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.

