

Assessment form submitted by Mustafa Çetin for NAZİLLİ ATATÜRK ANADOLU LİSESİ -  
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## Infrastructure

### Technical security

**Question:** Is the school system protected by a firewall?

> **Answer:** Yes.

### 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.

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

> **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

**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:** Yes, this only requires special permission from the teacher/ICT coordinator.

### Data protection

**Question:** How is the storage of school records and other documentation dealt with over time?

> **Answer:** We have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

### Software licensing

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

> **Answer:** Yes.

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

> **Answer:** Yes.

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

- > **Answer:** No. Each person installs whatever s/he needs.

## 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.

## Policy

### Acceptable Use Policy (AUP)

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

- > **Answer:** When changes are put into place at school that impact the policy, they are updated immediately.

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

- > **Answer:** Yes.

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

- > **Answer:** Yes, there is an AUP for pupils.

### Reporting and Incident-Handling

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

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

**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:** 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.

**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:** In a limited way.

### 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, but it has not been reviewed for some time.

**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:** 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.

### eSafety in the curriculum

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

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

**Question:** Are pupils taught about the risks of sexting?

- > **Answer:** Sexting is not specifically mentioned but pupils are educated about the permanence of images and risks associated with the use of social media and digital images.

**Question:** Is the eSafety curriculum progressive?

- > **Answer:** Yes.

**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.

### Extra curricular activities

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

- > **Answer:** Yes, some staff and pupils celebrate 'SID'.

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

- > **Answer:** Yes, sometimes.

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

- > **Answer:** Yes, we have a little information.

### 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:** There is a school counselor, though (s)he is not especially trained in eSafety issues.

### Staff training

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

> **Answer:** Some staff occasionally/sometimes receive eSafety training.