

Assessment form submitted by cahit özbek for Balveren Gazi İlkokulu - 28.02.2024 @ 13:02:30

## Infrastructure

### Technical security

**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.

**başka okuldan BİT kordinatörüne danışılıyor.**

### Pupil and staff access to technology

**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.

**Öğrencilerin usb bellek kullanmasına izin verilmiyor.**

**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.

**Öğretmenlere ait bir bilgisayarımız var.**

### 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.

**belirli bir plana göre saklıyoruz kayıtları.**

**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.

**Öğrenci ile ilgili veriler şifre ile korunmakta. Sadece ilgili kişiler verileri görebiliyor.**

**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.

ilk olarak standart bir şifre üretiliyor. kullanıcılar bunu değiştirebiliyor.

## Software licensing

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

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

Okul idaresi haberdar edildikten sonra uygun görülmesi halinde yazılım yüklenir.

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

> **Answer:** No.

hayır belirlemedik henüz.

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

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

bilgim yok.

## IT Management

**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.

Bu konuda uzman kişilerin görüşüne başvurulur.

## Policy

### Acceptable Use Policy (AUP) Reporting and Incident-Handling

**Question:** Does your school have a strategy in place on how to deal with bullying, on- and offline?

> **Answer:** Yes, teachers know how to recognise and handle (cyber)bullying.

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

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

### Staff policy

**Question:** Is there a School Policy that states how staff should behave online?

> **Answer:** Yes.

**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

**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.

**Question:** Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?

- › **Answer:** Yes and this is clearly understood by all and applied consistently throughout the school.

## 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, we have a comprehensive section on this in our School Policy.

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

- › **Answer:** Not officially, but the ICT coordinator/a senior teacher assumes this role.

# 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:** Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

- › **Answer:** We leave it up to the member of staff responsible for ICT whether or not to follow up on technology trends and features.

## eSafety in the curriculum

**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.

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

- › **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

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

- > **Answer:** Not really; we try to stay as close to the national curriculum as possible.

**Question:** Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

- > **Answer:** Yes, from an early age on.

## Extra curricular activities

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

- > **Answer:** Yes.

## 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 no school counselor in our school.

**Question:** Does the school provide eSafety support for parents?

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

**Question:** Are there means in place that allow pupils to recognise good practise and expert knowledge in peers with regards to eSafety issues?

- > **Answer:** No.

## Staff training