

Assessment form submitted by OSMAN ALTINIŞIK for TSO GAZİ İMAM HATİP ORTAOKULU - 09.02.2023 @ 15:00:15

## 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.

**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.

### 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.

### 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.

### Software licensing

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

> **Answer:** Yes.

### IT Management

**Question:** Once new software is installed, are teachers trained in its usage?

> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

**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.

**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:** 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:** 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.

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

- › **Answer:** Yes.

### 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.

### 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.

### School presence online

**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:** 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.

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

> **Answer:** Yes.

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

> **Answer:** Yes, the whole school celebrates '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 plenty of information.

## Sources of support Staff training

**Question:** Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, every teacher.