

Assessment form submitted by isil ozpalamutcu for İzmir Dış Ticaret Mesleki ve Teknik Anadolu Lisesi - 19.02.2021 @ 21:04:00

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: 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.

Data protection

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

> **Answer:** Yes, we have separated learning and administration environments.

Question: How are staff and pupil passwords generated for access to your school system?

> **Answer:** All users are attributed a different password by the system.

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.

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

> **Answer:** Yes.

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: 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 which covers all members of the school community.

Question: How does the school ensure that School Policies are followed?

- > **Answer:** Teachers and pupils have to sign the policy. In the case of pupils it is read and discussed in class.

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.

Reporting and Incident-Handling

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

- > **Answer:** Yes.

Staff policy

Question: What happens to a teacher's account once s/he changes her/his role or leaves the school?

- > **Answer:** The administrator is informed and immediately deactivates the teacher account or adjusts rights where possible.

Pupil practice/behaviour

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 the school have an online presence on social media sites?

- > **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.

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: 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.

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: 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: 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.

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

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:** We actively encourage pupils to become peer eSafety mentors by offering facultative courses and/or school rewards on eSafety topics or similar.

Staff training

