

Assessment form submitted by Sevgi Kavakçı for Zafer ilkokulu - 25.01.2021 @ 13:25:24

## Infrastructure

### Technical security

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

> **Answer:** Yes.

**Question:** Are filtering levels uniform across schools or do they depend on user profiles (teacher, pupil, admin staff, etc.) and their level of maturity/seniority?

> **Answer:** Differentiated levels are applied to different ages of pupils and staff. Staff are able to request that certain sites are unblocked or blocked as appropriate.

**Question:** Are all of your school computers virus-protected?

> **Answer:** Yes, all school computers are virus-protected.

**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 mobile phones and other digital devices allowed in school?

> **Answer:** Mobile phones are banned on the school site and/or in the classrooms.

**Okul sitesinde cep telefonu kullanım bilgisi web sitemizde yayınlanmıştır.**

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

> **Answer:** Pupils can bring their own laptops/tablets to school and/or it is easy for the teacher to provide the student with a computer within the class when needed.

**Okulumuzda bilgisayar laboratuvarı yoktur. Gerekli görüldüğü durumlarda öğretmenin gözetiminde öğrenciye gerektiğinde sınıf içinde bilgisayar kullanımına kolaylık sağlanıyor.**

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

> **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:** 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 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:** 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.

**Okul, politikayı etkileyen değişiklikleri anında güncellenir.**

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

> **Answer:** Yes.

### 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.

**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.

### Staff policy

**Question:** Are teachers permitted to use personal mobile devices in the classroom?

> **Answer:** No.

**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 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:** 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.

**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 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.

**Öğrencilerimize sosyal medya kullanırken sorumluluk ve sonuçları öğretiyor.**

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

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

**Çevrimiçi eylemlerin yasal sonuçları sınıf ortamında öğrencilerin yaşlarına uygun videolar izletilir, broşürler dağıtılır, sloganlar oluşturulur ve boyama sayfaları yaptırılır.**

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

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

**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.

### Extra curricular activities

**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 aware about the technology that pupils spend their freetime with?

> **Answer:** Yes, this is part of the training and/or information package provided to teachers.

**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.