

Action plan submitted by Fatma Pamuk tufan for 24 KASIM İLKOKULU - 30.09.2019 @ 14:00:51

By submitting your completed Assessment Form to the eSafety Label portal you have taken an important step towards analysing the status of eSafety in your school. Congratulations! Please read through your Action Plan carefully to see what you can do to improve eSafety further in your school. The Action Plan offers useful advice and comments, broken down into 3 key areas: infrastructure, policy and practice.

## Infrastructure

### Technical security

- › It is very good that all your school devices are virus protected. Make sure you also have included a paragraph on virus protection in both your school policy and your Acceptable Use Policy, and ensure that staff and pupils rigorously apply school guidelines. If you need further information, check out the fact sheet on Protecting your devices against malware at [www.esafetylevel.eu/group/community/protecting-your-devices-against-malware](http://www.esafetylevel.eu/group/community/protecting-your-devices-against-malware).

### Pupil and staff access to technology

- › Since staff and pupils can use their own equipment on your school network, it is important to make sure that the Acceptable Use Policy is reviewed regularly by all members of the school and adapted as necessary. It must be discussed with pupils at the start of each academic year so that they understand what is in place to protect them and their privacy, and why. Base the policy around behaviour rather than technology. Visitors must also read and sign the Acceptable Use Policy before they use the school's network.
- › Ensure that the policy on mobile phones is being applied consistently throughout the school. Take a look at the fact sheet on Using Mobile Phones at School ([www.esafetylevel.eu/group/community/using-mobile-device-in-schools](http://www.esafetylevel.eu/group/community/using-mobile-device-in-schools)).
- › The fact that staff and pupils are allowed to use USB memory sticks in your school following permission, would require that all staff concerned receive adequate training to be able to know when they can be used safely. Is this the case? To keep your systems secure whilst allowing staff and pupils you also need to include the ground rules in your Acceptable Use Policy. Check the fact sheet on Use of removable devices at [www.esafetylevel.eu/group/community/use-of-removable-devices](http://www.esafetylevel.eu/group/community/use-of-removable-devices) to make sure you cover all security aspects.

### Data protection

- › It is good that your school provides training materials on the importance of protecting devices, especially portable ones. Please consider sharing those with others through the in . Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.
- › Your new users are given a standard password and are asked to generate their own password on their first

access. Passwords offer unique entry points into the school computing system and some basic rules of password security should be rigorously applied. For further information, read the fact sheet on Safe passwords at [www.esafetylabel.eu/group/community/safe-passwords](http://www.esafetylabel.eu/group/community/safe-passwords).

Include these rules in your Acceptable User Agreement and avoid giving new users a standard "first access" password.

## Software licensing

- › Your school has set a realistic budget for software needs. This is good. Ensure that it remains this way. You might also want to look into alternatives, e.g. Cloud services or open software.
- › Compliance with licensing agreements is important. Someone needs to have overall responsibility to ensure that this is happening and that all licenses are valid for purpose. The [End-user license agreement section](#) in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.
- › You need to make sure that all the software in your school is legally licensed and that copies of the licences are held centrally. You also need to check with whoever supports your IT systems that the software will not compromise system security. Your school should develop a clear policy for software acquisition and it is good practice to centralise this process wherever possible.

## IT Management

- › There is a mechanism set up in your school that allows any staff member to make a request for new hardware/software - a request that leads to an informed decision within a reasonable amount of time. This is great as this way teacher can benefit from new technologies while still staying inline with school policy.

# Policy

## Acceptable Use Policy (AUP)

- › It is excellent that eSafety is an integral part of several school policies. Do all staff make reference to it when appropriate through their teaching? Look for examples of good practice and share these with staff and pupils. Produce a short case study to highlight this good practice and upload it to your profile on the eSafety Label portal via your [My school area](#) as inspiration for other schools.
- › This is good teaching practice, but you need to consolidate it with a section dedicated to mobile phone usage in your School Policy and your Acceptable Use Policy. Consult all stakeholders to develop this; the fact sheets on Using mobile phones at school ([www.esafetylabel.eu/group/community/using-mobile-device-in-schools](http://www.esafetylabel.eu/group/community/using-mobile-device-in-schools)) and School Policy ([www.esafetylabel.eu/group/community/school-policy](http://www.esafetylabel.eu/group/community/school-policy)) will provide helpful information.
- › It is good practise that whenever changes are put into place in your school, the school policies are revised if needed. Note though, that also changes outside the school can affect policies such as new legislations or changing technologies. Therefore please review your policies at least annually.
- › It is good that you have an Acceptable Use Policy for all members of the school community. Regularly review the AUP to ensure that it is still fit for purpose; to ensure that your AUP is sufficiently comprehensive, take a look at the fact sheet and check list on Acceptable Use Policy at [www.esafetylabel.eu/group/community/acceptable-](http://www.esafetylabel.eu/group/community/acceptable-)

[use-policy-aup-](#)

## Reporting and Incident-Handling

- › It is a pity not to share the details and solutions applied to bullying incidents both with the staff members and via the eSafety Label incident handling form. Only in this way can you learn through experience and the successful incident handling practices of others. You should also make sure that anti-bullying guidelines are given to pupils and staff in your Acceptable Use Policy.
- › Your teachers know how to recognise and handle (cyber)bullying. Think about ways to raise awareness also among pupils and parents. Check out the eSafety fact sheet for more information.

## Staff policy

- › In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.

## Pupil practice/behaviour

- › Your school partly has a school wide approach of positive and negative consequences for pupil behaviour. This is a good start, make sure that the policy and associated hierarchy applies to all on- and offline issues and is shared widely and re-visited by all staff and pupils at least annually.

## School presence online

- › Check the fact sheet on Taking and publishing photos and videos at school ([www.esafetylabel.eu/group/community/taking-and-publishing-photos-and-videos-at-school](http://www.esafetylabel.eu/group/community/taking-and-publishing-photos-and-videos-at-school)) to see that your School Policy covers all areas, then upload this section of your School Policy to your profile page via your [My school area](#) so that other schools can learn from your good practice.
- › Having an official school page on some of the more widely used/popular social networking sites can be useful for parents, pupils and the broader public if you use it to publicise your actions and events. However, exercise care when setting this up to ensure that someone from the school has control over posts etc. Check the fact sheet on Schools on social networks ([www.esafetylabel.eu/group/community/schools-on-social-networks](http://www.esafetylabel.eu/group/community/schools-on-social-networks)) for further information.

# Practice

## Management of eSafety

- › In your school, teachers are responsible for their own pupils' online activity. There are many network security and user privacy, audit and procedural tool checks and balances that need to take place to ensure the safety of your pupils and the school networks, and these should be laid down in your School Policy. See our fact sheet on School Policy at [www.esafetylabel.eu/group/community/school-policy](http://www.esafetylabel.eu/group/community/school-policy).

To ensure this happens as efficiently and often as necessary, we advise that the Principal of your school appoints one individual staff member to look after eSafety management in the school. This person will be responsible for seeing that all aspects included in your School Policy are discussed and looked at with other

teachers as well as with pupils in the classroom.

To ensure that every staff member, pupil and parent is aware of her or his online rights and responsibilities, see the fact sheet on Acceptable Use Policy ([www.esafetylevel.eu/group/community/acceptable-use-policy-aup-](http://www.esafetylevel.eu/group/community/acceptable-use-policy-aup-)).

## eSafety in the curriculum

- It is good practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.
- eSafety needs to be embedded across the whole curriculum regardless of whether this is a statutory obligation in your country. There are several very good schemes of work freely available which will support this; for further information see the fact sheet Embedding eSafety in the curriculum at [www.esafetylevel.eu/group/community/embedding-online-safety-in-curriculum](http://www.esafetylevel.eu/group/community/embedding-online-safety-in-curriculum).
- In order to be ready for the world of today, pupils need to understand the legal consequences of their online actions. See if topics such as terms and conditions, online payments and copyright can be integrated into the curriculum.
- It is good that you are making a specific reference to sexting within your child protection policy as this is a growing issue that many young people are having to deal with. It is also important to ensure that you are providing appropriate education for pupils about this issue.

## Extra curricular activities

- Use Safer Internet Day as a mechanism to get the whole school community involved with online safety. The information and resources available at [www.saferinternetday.org](http://www.saferinternetday.org) offer an ideal opportunity to promote peer advocacy activities.

## Sources of support

- Premislite, ali bi bilo dobro vse starše redno obveščati o zadevah glede e-varnosti prek spletne strani ali prek povezav v šolskem e-glasilu. Morda imate lahko tudi roditeljski sestanek. Poglejte si smernice o informacijah za starše na [www.esafetylevel.eu/group/community/information-for-parents](http://www.esafetylevel.eu/group/community/information-for-parents), kjer boste našli gradiva, ki jih lahko posredujete staršem, in ideje, ki jih lahko uporabite na roditeljskih sestankih.
- All staff should have some responsibility for eSafety. School counsellors, nurses, etc. are all well placed to provide advice and guidance on these issues and should be invited to contribute to developing and regularly reviewing your School Policy. Make the maximum use of their knowledge and skills and consider whether it is appropriate to provide training for them.

## Staff training

- All teachers should be able to recognise signs of cyberbullying and be aware on how to best proceed. Make sure that your teachers are regularly trained bearing in mind the rapid changes of new technology. Also check the eSafety fact sheet on Cyberbullying at [www.esafetylevel.eu/group/community/cyberbullying](http://www.esafetylevel.eu/group/community/cyberbullying).
- In your school knowledge exchange between staff members is encouraged. This is beneficiary to the whole school. Upload PowerPoints, documents or similar of knowledge exchanges on eSafety topics via the uploading

evidence tool, accessible also via the [My school area](#).

**The Assessment Form you submitted is generated from a large pool of questions. It is also useful for us to know if you are improving eSafety in areas not mentioned in the questionnaire. You can upload evidence of such changes via the [Upload evidence](#) on the [My school area](#) section of the eSafety Portal. Remember, the completion of the Assessment Form is just one part of the Accreditation Process, because the upload of evidence, your exchanges with others via the [Forum](#), and your [reporting of incidents](#) on the template provided are all also taken into account.**