

Assessment form submitted by Taha Ceyhan for Borsa İstanbul Mesleki ve Teknik Anadolu Lisesi
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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.

We have an ICT department in our school and have enough teachers and students to manage these activities efficiently

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:** There is a basic level of filtering which blocks pornography, violent and illegal content.

There is a filtering in our computers and smart boards supported by national education ministry

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

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

All school computers are protected by programs

Question: Is the school system protected by a firewall?

> **Answer:** Yes.

We have a firewall supported by national education

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.

All the students leave their mobile phones in the cabinets before classes

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.

We have a plan of retention for each document managed by directors

Question: How is pupil data protected when it is taken 'off site' or being sent by email?

- › **Answer:** All sensitive pupil data is encrypted and stored separately from the learning environment that pupils use.

We have some precautions to keep students data safe

Question: Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

- › **Answer:** Yes, we provide training/manuals around issues like these.

We have some trainings and prepare guidelines to inform stakeholders

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

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

We have different learning and administration environments in our school

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.

We have IT department in our school and they manage the software and licence status

IT Management

Policy

Acceptable Use Policy (AUP)

Question: Does your school have an Acceptable Use Policy (AUP)?

- › **Answer:** Yes, there is an AUP which covers all members of the school community.

Yes we as a team prepared a policy about esafety

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.

We discuss the policy topics with the teachers and administrators.

Question: How do you ensure the school policies are up to date?

> **Answer:** They are revised yearly.

We revise and change if needed

Reporting and Incident-Handling

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

> **Answer:** Yes.

We inform administrators and they take steps accordingly regulation

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

> **Answer:** Yes, we have a whole-school approach, addressing teachers, pupils and parents. It is also embedded into the curriculum for all ages.

We have an action plan on how to handle bullying and integrate the activities in the projects and courses

Question: Are incidents of cyberbullying logged centrally?

> **Answer:** Yes, we log incidents and also record them via the eSafety Label incident handling form.

We have some incidents forms about safety and other topics. We will share them on esafety

Staff policy 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.

The students share their ideas on activities and teachers integrate them into their courses

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.

We pay attention students' safety and take necessary precautions

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

We have website and instagram

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

> **Answer:** Yes.

The deputy principal is responsible for the online activities of the school

Practice

Management of eSafety

Question: Is there one single person responsible for ICT usage and online access in your school?

> **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

Each teacher is responsible for ICT usage and online access in our school.

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.

We integrate some safety topics like bullying and etc. into curriculum. We use some online resources like british council.

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.

We give necessary support about the issue

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

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

We discuss consequences of online actions and inform students to be more carefull

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

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

Yes all pupils get enough support and information about esafety issue

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

Students help each other about esafety on regular basis

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

> **Answer:** Yes.

We organize some online events and prepare some guidelines to inform the students and teachers about esafety

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

> **Answer:** Yes, the whole school celebrates 'SID'.

Yes we celebrate with eTwinning club

Sources of support

Question: Are other school services involved in eSafety issues (e.g. counsellors, psychologists, school nurse)?

> **Answer:** Yes, we have a lot of support from them.

Other school services are involved in e safety issues.

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.

We take some inservice training to understand how students feel and do in their free time.