

Action plan submitted by Şaduman AKKAŞ for Ortahisar Yavuz Selim İlkokulu - 26.01.2023 @ 12:40:43

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

- › An educational approach and building resilience in pupils of all ages is also key to safe and responsible online use so bring together all teachers to have a discussion on how they will talk to their pupils about being a good and safe digital citizen. See [www.europa.eu/youth/EU\\_en](http://www.europa.eu/youth/EU_en) for examples of discussions that can take place in the classroom on this topic, through role-play and group games.
- › 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).
- › It is important that your ICT services are regularly reviewed, updated and removed if no longer in use. Installing the latest versions and patches often addresses security vulnerabilities without which your services might come under attack. Ensure that this is part of the job description of the ICT coordinator.
- › Your school system is protected by a firewall. Ensure that the provision and management of the firewall are regularly reviewed and updated, as and when required.

### 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.
- › Consider whether banning mobile devices is a rule that is fit for purpose and if your school might want to allow digital devices for some class activities. You could develop as part of your Acceptable Use Policy a section on how digital technologies can and cannot be used in the classroom; see 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)).

## Data protection

- › It is good that your email system is protected and that you have a policy for the transfer of pupil data in place. In this regard, it is important to draw up guidelines so that all staff are clear about what to do if they discover inappropriate or illegal content on school machines. For further information see the fact sheet on Protecting sensitive data ([www.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools](http://www.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools)).

## Software licensing

- › It is important to ensure that all new staff are briefed about the effective processes you have for the installation of new software. This will mean that the security of your systems can be maintained and that staff can try out new software applications that will help teaching and learning.
- › 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.

## IT Management

- › Once a year decisions on new hard/software are made. Investigate ways to also allow for new hard/software requests throughout the year. It will allow teachers to create a more engaging lesson without the temptation of unauthorized copying and its inherent dangers and costs.

# Policy

## Acceptable Use Policy (AUP)

- › 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-use-policy-aup](http://www.esafetylabel.eu/group/community/acceptable-use-policy-aup).
- › In your school policy issues are regularly discussed. This is good practice as it ensures staff and pupils are aware of them. Do pupils and staff also have to sign related documents to confirm their awareness?

## Reporting and Incident-Handling

- › Ensure that all staff, including new members of staff, are aware of the guidelines concerning what to do if inappropriate or illegal material is discovered on a school machine. Ensure, too, that the policy is rigorously enforced. A member of the school's senior leadership team should monitor this.

## Staff policy

- › You have guidelines in your Acceptable Use Policy (AUP) on teachers' classroom usage of mobile phones. Upload your AUP to your school profile as it is a model of good practice that can help other eSafety Label schools.
- › It is good practice that the school policy includes information about risks with potentially non-secured devices, such as smartphones and that reference is made to it. Consider sharing your school policy via the uploading

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

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

## Pupil practice/behaviour

- › You have defined electronic communication guidelines in your Acceptable Use Policy and this would be a useful example of good practice for other schools. Can you create a tutorial about electronic communication guidelines for pupils and upload it to your school profile via your [My school area](#) so that other schools can benefit from your experience.

## School presence online

- › Check the fact sheet on Taking and publishing photos and videos at school ([www.esafetymodel.eu/group/community/taking-and-publishing-photos-and-videos-at-school](http://www.esafetymodel.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.esafetymodel.eu/group/community/schools-on-social-networks](http://www.esafetymodel.eu/group/community/schools-on-social-networks)) for further information.
- › You have a dedicated person to monitor your school's online reputation, and this is good practice. Always be aware of any new sites that may not be immediately apparent through a regular search. Keep up to date with the latest sites and monitor these periodically, as they can be particularly damaging for schools and their pupils and staff if they present a negative viewpoint.

# Practice

## Management of eSafety

- › Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of new features and risks. Check out the [Better Internet for Kids portal](#) to stay up to date with the latest trends in the online world.
- › In addition to a clear designation of responsibility to ensure that all necessary network security and user privacy checks are in place, it is essential that schools also have audit and procedural checks at regular intervals. Without this, a school will be leaving itself vulnerable. See our fact sheet on School Policy at [www.esafetymodel.eu/group/community/school-policy](http://www.esafetymodel.eu/group/community/school-policy).

Although there should always be an overall lead person on eSafety just as you have in your school, everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise problems. Use our fact sheet Acceptable Use Policy ([www.esafetymodel.eu/group/community/acceptable-use-policy-aup](http://www.esafetymodel.eu/group/community/acceptable-use-policy-aup)) to ensure that everyone plays their part in

ensuring they are all the best and safest digital citizens they can be.

## eSafety in 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.
- › It is very good that, in your school, pupils are taught from an early age on about responsibilities and consequences when using social media. Please share any resources through the uploading evidence tool, accessible also via the [My school area](#).
- › It is excellent that consequences of online actions are discussed with pupils in all grades. Terms and conditions need to be read to fully understand contractual conditions. This can also concern aspects of data privacy. Another important topic is breach of copyright. Please share the materials used through the uploading evidence tool, accessible also via the [My school area](#).
- › It is good that eSafety is taught as part of the curriculum in your school. Ensure that all staff are delivering eSafety education where appropriate throughout the curriculum and not just through ICT or Personal Social and Health lessons. You/your staff may find some useful ideas and resources in the fact sheet Embedding eSafety in the curriculum at [www.esafetymal.eu/group/community/embedding-online-safety-in-curriculum](http://www.esafetymal.eu/group/community/embedding-online-safety-in-curriculum).

## Extra curricular activities Sources of support

- › 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.
- › It is good that there is an informal network of 'eSafety expert' pupils in your school. Explore ways to strengthen this, maybe through optional courses and/or school rewards on eSafety topics or similar.
- › Ask parents for feedback on the kind of eSafety support which is being provided for them and consider innovative ways to maximise the number of parents who are benefitting from, and accessing it. See the fact sheet Information for parents at [www.esafetymal.eu/group/community/information-for-parents](http://www.esafetymal.eu/group/community/information-for-parents) to find resources that could be circulated to parents and ideas for parent evenings.

## Staff training

- › 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.