

Assessment form submitted by HARUN TÜRKYLMAZ for Pazarlar Sofular Ortaokulu -  
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## Infrastructure

### Technical security

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

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

**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 USB sticks on school computers?

> **Answer:** Yes, but how staff and pupils are allowed to use their USBs is clearly stipulated in our Acceptable Use Policy.

**Question:** Are mobile phones and other digital devices allowed in school?

> **Answer:** Use of mobile phones is encouraged in class as learning tools where considered appropriate by the teacher.

### 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.

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

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

**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.

### Software licensing

**Question:** Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

**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.

## 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.

## Policy

### Acceptable Use Policy (AUP)

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

> **Answer:** Yes.

**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.

### 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:** 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.

### Staff policy

**Question:** Do you inform teachers about the risks that come with potentially non-secured devices, such as smartphones?

> **Answer:** Yes, they are clearly formulated in the School Policy and discussed in regular intervals.

### 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.

**Question:** Does your school have a policy that states how pupils should communicate electronically at school?

> **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

### 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.

**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.

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

- › **Answer:** Not officially, but the ICT coordinator/a senior teacher assumes this role.

## 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:** It is a shared responsibility for all staff.

### eSafety in the curriculum

**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.

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

- › **Answer:** Yes, all pupils in all year groups.

**Question:** Is eSafety taught as part of the curriculum?

- › **Answer:** Yes, in the ICT curriculum.

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

- › **Answer:** Yes, in all grades.

### Extra curricular activities

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

- › **Answer:** Yes.

### Sources of support

**Question:** Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?

- › **Answer:** Yes, the school counselor is knowledgeable in eSafety 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.

**Question:** Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, every teacher.