

Action plan submitted by Levent Kır for Sağmalcılar Anadolu Lisesi - 11.12.2021 @ 23:04:37

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 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.

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.esafetylabel.eu/group/community/using-mobile-device-in-schools).

Data protection

- › 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. Include these rules in your Acceptable User Agreement and avoid giving new users a standard "first access" password.
- › Having your learning and administration environments together can create a security risk. Ensuring security of staff's and pupils' private data is a fundamental role of the school. We recommend that your appointed eSafety manager/ICT coordinator, together with the staff and a technical expert, define and implement a strategy for separating learning and administration environments or ensuring the equivalent highest level of security between them. Read the fact sheet on Protecting sensitive data in schools at www.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools.

- › 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.esafetylevel.eu/group/community/protecting-sensitive-data-in-schools).
- › Your school has a legal obligation under the Data Protection Act (DPA) 1998 to store, archive and dispose of personal information securely. Ensure that a good records management system is put in place. Check the according fact sheet for more information.

Software licensing

- › Ensure that all staff are aware of the procedure for purchasing new software and that all licenses are appropriate for the number of pupils and staff that will be using them. The [End-user license agreement](#) section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.
- › Review the budget for software needs. You might also want to look into alternatives, e.g. Cloud services or open software.

IT Management

- › It is good practice to ensure that the person in charge of the ICT network is fully informed of what software is on school-owned hardware and this should be clearly indicated in the School Policy and the Acceptable Use Policy. The person responsible for the network needs to be able to guarantee conformity with licensing requirements and that new software won't interfere with network operation.

Policy

Acceptable Use Policy (AUP)

- › It is good that school policies are reviewed annually in your school. Ensure that they are also updated when changes are put into place that could affect them. All staff should be aware of the contents of the policy.
- › 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?
- › It is good that you have an Acceptable Use Policy (AUP) for pupils. You should now amend the AUP to include staff and the wider community. To ensure that your revised AUP is sufficiently comprehensive, take a look at the fact sheet and check list on Acceptable Use Policy at www.esafetylevel.eu/group/community/acceptable-use-policy-aup-.

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.
- › 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

- › Ensure that all staff, including new members of staff, are aware of the policy concerning online conduct. This should be a topic that is regularly discussed at staff meetings and clearly communicated in the School Policy, and to staff and pupils in the Acceptable Use Policy. Regularly review and update both documents as necessary.

Pupil practice/behaviour

- › Your school has a school wide approach of positive and negative consequences for pupil behaviour. This is good practice, please share your policy via the [My school area](#) of the eSafety portal so that other schools can learn from it.
- › 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.esafetylevel.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.
- › Regularly check the content of the school's online presence on social media sites to ensure that there are no inappropriate comments. Set up a process for keeping the site/page up to date, and check the fact sheet on Schools on social networks (www.esafetylevel.eu/group/community/schools-on-social-networks) for further information to make sure that good practice guidelines have been followed. Get feedback from stakeholders about how useful the profile is.

Practice

Management of eSafety

- › 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.esafetylevel.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.esafetylevel.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.

- › It is good that you have a designated member of staff responsible for eSafety. Consider whether it would be helpful to have an eSafety committee comprising members from all groups of stakeholders. Ensure that this person is involved in the development and regular review of your School Policy. She or he should not only be informed, but should also fill out the Incident handling form whenever an incident arises at www.esafetylabel.eu/group/teacher/incident-handling.
- › Technology develops rapidly. Consider sending the member of staff responsible for ICT to trainings and/or conferences regularly to keep them updated on 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.

eSafety in the curriculum

- › Cyberbullying is one of the key issues that helplines are contacted about and can have a devastating effect on pupils' lives. Discuss the topic with pupils from a very early age, maybe in the form of role plays. Also check out the fact sheet on [Cyberbullying](#) for more information.
- › 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.esafetylabel.eu/group/community/embedding-online-safety-in-curriculum.
- › Ensure that the eSafety curriculum keeps up with emerging issues by making full use of all available resources and ensure that it builds on prior learning, bearing in mind that pupils will need different messages depending on how they are using the technology.

Extra curricular activities

- › Consider carrying out a simple survey in order to establish what pupils are doing when they go online. This will help to inform eSafety education within the school. Share your survey questionnaire and results in the eSafety Label community via your [My school area](#) (avoiding publishing any personal information) so that other schools can benefit from your work and even share their results with you for comparative purposes.

Sources of support 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.esafetylabel.eu/group/community/cyberbullying.
 - › All staff need to be regularly updated about emerging trends in eSafety issues. Consider a needs-analysis to determine what different staff need from their training and consult the eSafety Label portal to see suggestions for training courses at www.esafetylabel.eu/group/community/suggestions-for-online-training-courses.
 - › Consider ways to facilitate knowledge exchange between staff members. This could be in form of an online community with a platform, an email exchange or within a frame of staff initiated meetings. A school in which all staff members are aware of eSafety related issues is a much safer school. Suggest eSafety related topics for these sessions.
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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.