

Assessment form submitted by Sevil ALTUNDAL for Kütahya Özel Eğitim Anaokulu - 16.01.2023  
@ 09:04:12

## 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.

**ICT is checked regularly.**

**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:** Filtering is defined by users when they log on to the school system.

**Our school has a secure filtering system.**

**Question:** Is the school system protected by a firewall?

> **Answer:** Yes.

**Yes it is protected.**

### 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.

**Staff can use the mobile phone for very urgent Parent calls.**

**Question:** Are staff and pupils allowed to use USB sticks on school computers?

> **Answer:** Yes, this only requires special permission from the teacher/ICT coordinator.

**Control is allowed.**

### Data protection

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

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

**Yes, there are separate management and learning environments organized in our school.**

**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.

**All student data is stored with a password.**

**Question:** How are staff and pupil passwords generated for access to your school system?

- > **Answer:** All users are attributed a different password by the system.

**A password is defined for everyone by the authorized person and is officially delivered to her with a signature.**

## Software licensing

**Question:** Do you have an agreed process for installing software on the school system?

- > **Answer:** Yes. We have an agreed, effective process.

**We have a periodic process.**

## 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.

**Teachers are trained.**

# Policy

## Acceptable Use Policy (AUP)

**Question:** Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

- > **Answer:** Yes, eSafety is an integral part of several school policies.

## 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:** Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

- > **Answer:** Yes.

**We have school rules, explained in detail.**

**Question:** Does the school take any responsibility for any online incidents that happen outside the school?

- > **Answer:** Yes, and all staff, pupils and parents understand this.

## 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.

**Question:** Are teachers permitted to use personal mobile devices in the classroom?

> **Answer:** No.

## 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:** Is it possible for pupils to take part in shaping the school online presence?

> **Answer:** The school does not have an online presence.

**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.

**Parent permission is required for school activities.**

# Practice

## Management of eSafety

**Question:** Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

> **Answer:** The member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

## eSafety in the curriculum

**Question:** Do you talk about online extremism/radicalisation/hate speech as part of your online safety curriculum?

> **Answer:** Yes, we have integrated discussion and education about these issues into our curriculum.

**when needed**

**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.

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

> **Answer:** Yes.

yes

## Extra curricular activities

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

> **Answer:** Yes.

yes

**Question:** Do pupils do peer mentoring about eSafety?

> **Answer:** No.

## Sources of support

**Question:** Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

**Yes we provide 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.

## Staff training

**Question:** Can teachers organise a training themselves if they have expert knowledge they would like to share with their colleagues?

> **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.

**Teachers can organize online meetings with different programs.**

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

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