

Action plan submitted by Mustafa Gümüş for Hatipoğlu Mustafa Erdem İlkokulu - 31.05.2023 @ 17:19:01

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 good practice that your ICT services are regularly reviewed, updated and removed if no longer in use.
- › 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.
- › The computer labs in your school are hard to book. Investigate if this can be facilitated and/or if there are other ways to facilitate usage of new media inside a lesson. Using digital devices is the best way to teach responsible use of new technologies to pupils. Consider whether using a BYOD (bring your own device) approach could work.
- › 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).
- › All staff and pupils are allowed to use USB memory sticks in your school. This is good practice, and your Acceptable Use Policy should stipulate that all removable media is checked before use in the school systems. Check the fact sheet on Use of removable devices at www.esafetylevel.eu/group/community/use-of-removable-devices to make sure you cover all security aspects.

Data protection

- › You have a good policy of encrypting pupil data and storing it safely. Ensure all new staff made aware of the procedures for encryption and data handling and that there is a named point of contact acting as the data controller for your school. Upload to your school profile some guidelines about protecting sensitive data through an encryption system so that other schools can benefit from your experience.
- › 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.
- › There is a retention plan in place for your school detailing how specific school records are stored, archived and disposed. This is very good. Ensure that the plan is followed and review it regularly to ensure it relates to the Data Protection Act and other relevant legislation. Check the according fact sheet for more information.
- › Unprotected devices and even more so portable devices are a very high risk to data protection and not just to the device owner itself, but also to any person he has contact with. It is therefore crucial that all staff are informed and that this is also explained to pupils. Consider producing materials to share with all of your staff that raises awareness on this issue. This material should also be pointed out to new staff as part of there induction.

Software licensing IT Management

Policy

Acceptable Use Policy (AUP)

- › It is excellent that eSafety is an integral part of several school policies. Do all staff make reference to it when appropriate through their teaching? Look for examples of good practice and share these with staff and pupils. Produce a short case study to highlight this good practice and upload it to your profile on the eSafety Label portal via your [My school area](#) as inspiration for other schools.

Reporting and Incident-Handling

- › Please share the materials in which you tackle these issues especially with pupils and parents in the of the eSafety Label portal.
- › It's good that you have a clear School Policy on handling out-of-school eSafety incidents; is the number of these declining? Start a discussion thread in the community on what other preventative measures or awareness raising activities could be used in order to reduce the number of issues further. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylabel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.
- › 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.

- › Check that your School Policy includes all necessary information for teachers about handling issues when pupils knowingly or even inadvertently access illegal or offensive material online by going to the guidance set out by the teachtoday.de/en website (tinyurl.com/9j86v84). If such incidents arise in your school, make sure you anonymously fill out the eSafety Label Incident handling form (www.esafetylabel.eu/group/teacher/incident-handling) so that other schools can benefit from your experience.
- › Are all staff familiar with the procedure for dealing with material that could potentially be illegal? Is there a named person from the school senior leadership team who takes overall responsibility in this type of case? The procedure needs to be clearly communicated to all staff in the School Policy, and to staff and pupils in the Acceptable Use Policy. Remember to report and suspected illegal content to your national INHOPE hotline (www.inhope.org).

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

- › Electronic communication guidelines for pupils should be clearly communicated in the Acceptable Use Policy. Communication between pupils can rapidly degenerate if school-wide standards are not set, giving rise to incidents such as cyberbullying. Learning about effective, responsible communication should also be part of the school curriculum, as it is a necessary competence for every young person. Discuss this at a staff meeting in order to define the standards you want to implement.
- › 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.

School presence online

- › Check the fact sheet on Taking and publishing photos and videos at school (www.esafetylabel.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.

Practice

Management of eSafety

- › In your school, teachers are responsible for their own pupils' online activity. There are many network security and user privacy, audit and procedural tool checks and balances that need to take place to ensure the safety of your pupils and the school networks, and these should be laid down in your School Policy. See our fact sheet on School Policy at www.esafetylabel.eu/group/community/school-policy. To ensure this happens as efficiently and often as necessary, we advise that the Principal of your school appoints one individual staff member to look after eSafety management in the school. This person will be

responsible for seeing that all aspects included in your School Policy are discussed and looked at with other teachers as well as with pupils in the classroom.

To ensure that every staff member, pupil and parent is aware of her or his online rights and responsibilities, see the fact sheet on Acceptable Use Policy (www.esafetylevel.eu/group/community/acceptable-use-policy-aup-).

eSafety in the curriculum

- › It is good practice that all pupils in all year groups in your school are taught about eSafety. It continues to be important to review regularly the curriculum provision to ensure it meets ever-changing needs. If you have a curriculum review process of this kind, it would be helpful to other schools if you could publish this on your school profile. To upload go to your [My school area](#).
- › It is important that children understand responsibilities and consequences when using social media. Discuss with your teachers how this could be integrated into lessons. Topics should include issues such as digital footprints and data privacy.
- › You may want to consider including sexting in your child protection policy to help to ensure a consistent whole-school approach to dealing with any incidents.
- › Sexting is an issue which affects many young people. Sharing possible consequences and risks with them is important, as is the opportunity for some discussion around the issue. Sexting should be part of a broad and balanced eSafety curriculum.

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.
- › Gather feedback from pupils to see what sort of additional eSafety support they would benefit from outside curriculum time. Could they be involved in delivering some of this to their peers? Check the resource section on the eSafety Label portal to find resources that will help them do this; check out the fact sheet on Pupils' use of online technology outside school at www.esafetylevel.eu/group/community/pupils-use-of-online-technology-outside-school.
- › How do you organise peer mentoring among pupils on eSafety? Check out the resources of the [ENABLE project](#) and share your ideas in the [forum](#) of the eSafety Label community so that other schools can benefit from your experience to establish a similar approach.

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.

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.