eSafety Label - Action Plan

Action plan submitted by EMRE CESUR for Sezai Karakoç Anadolu Lisesi - 13.09.2021 @ 13:59:18

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

> 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.

> 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.esafetylabel.eu/group/community/protecting-your-devices-against-malware.

Pupil and staff access to technology

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

> 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.

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).

> It is good that your school provides materials on the importance of protecting devices, especially portable ones. Ensure that staff are aware of these and use them. This material should be pointed out to new staff as part of

their induction. Please consider uploading those as evidence at evidence and sharing with others in the forum. Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.

Software licensing

> 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 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.

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.

> It is good practise that your are training and/or providing guidance in the use of new software that is installed on school computers. This ensures that school members will take advantage of new features, but also that they are aware of security and data protection issues where relevant.

Policy

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?

> Regularly review the Mobile Phone Policy to ensure that it is fit for purpose and that it is being applied consistently across the school. The fact sheets on Using mobile phones at school (www.esafetylabel.eu/group/community/using-mobile-device-in-schools) and School Policy (www.esafetylabel.eu/group/community/school-policy) will provide helpful information.

> 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-.

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.

> 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.

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.

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

Pupil practice/behaviour School presence online

> It is good that pupils can give feedback on the school's online presence. Think about creating a space that is entirely managed by pupils. It's a great opportunity to learn about media literacy and related issues. It also can help to establish a peer network of support. Find out more about in the eSafety Label fact sheet.

> We recommend that you specifically nominate a web-experienced staff member to periodically check the school's online reputation. Monitoring such an important aspect on an ad hoc basis only is insufficient. Remember that this is the image that prospective parents will receive when they search for your school online.

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.esafetylabel.eu/group/community/acceptable-use-policy-aup-).

eSafety in the curriculum

> It is commendable that you are able to provide an eSafety curriculum that keeps up with emerging issues. Continue to make use of new resources as they are made available. Can you upload to your school profile an outline of how you design the curriculum and links to some of the resources you use – this would be most

helpful for other schools.

> 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.

> 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.

Extra curricular activities Sources of support

> 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.esafetylabel.eu/group/community/information-for-parents to find resources that could be circulated to parents and ideas for parent evenings.

> It is great that in your school pupils are actively encouraged to become eSafety mentors. You might want to share your approach to strengthening this network with other teachers on the eSafety Label website via the forum or your school's profile page, so that others can replicate it.

> It is great that you have a staff member which is knowledgable in eSafety issues who acts as a teacher of confidence to pupils.

Staff training

> It is important that teachers are aware on the technology used by pupils in their freetime. This is important as this awareness is the first step in addressing the issue of powering down for school. At the same time pupils should not be asked to do their homework using technology not available to them outside of schools. Ensure that all teachers are provided with information of this. Have a look at the Essie Survey of ICT in schools.

> 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.

> Your school makes sure that every teacher is trained on cyberbullying. Please share resources that are used in these trainings via uploading them to your My school area. Are you also monitoring the effect that this training had on the number of incidents?

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.