

Action plan submitted by Nazife YAVUZ for Mihraplı Abdulkadir Can Anadolu İmam Hatip Lisesi - 16.04.2022 @ 21:28:05

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

- It is great that in your school laptops/tablets are easily accessible within a lesson. Using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.
- 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.esafetylabel.eu/group/community/use-of-removable-devices to make sure you cover all security aspects.

Data protection

- It is good that your school records are stored in a safe environment, it is also necessary that they are archived and disposed with in line with the Data Protection Act. Ensure that a good records management system is put in place. Check the according fact sheet for more information.
- Any data relating to pupils should be encrypted before it is sent or stored electronically. Investigate urgently how data can be protected, making use of other school's advisers or good practice guides, and take action. See the fact sheet on Protecting Sensitive Data (www.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools).

Software licensing

- You need to make sure that all the software in your school is legally licensed and that copies of the licences are held centrally. You also need to check with whoever supports your IT systems that the software will not compromise system security. Your school should develop a clear policy for software acquisition and it is good

practice to centralise this process wherever possible.

- › 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.
- › 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 Management

- › It is good that staff members with questions about software issues can contact a school helpdesk. Consider whether you need to provide training and/or guidance to new software that is installed on school computers. This is important to ensure that school members will take advantage of new features, but also that they are aware of relevant security and data protection issues.
- › 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 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.
- › 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.

Reporting and Incident-Handling

- › 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).
- › Online issues that take place outside of school will inevitably have an impact inside school. Consider whether the school needs to make a statement about how such issues will be dealt with in the School Policy and the Acceptable Use Policy. 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

- › It is good practice that the school policy includes information about risks with potentially non-secured devices, such as smartphones and that reference is made to it. Consider sharing your school policy via the uploading evidence tool, also accessible through the [My school area](#).
- › 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.
- › In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.

Pupil practice/behaviour

- › Your school partly has a school wide approach of positive and negative consequences for pupil behaviour. This is a good start, make sure that the policy and associated hierarchy applies to all on- and offline issues and is shared widely and re-visited by all staff and pupils at least annually.

School presence online

- › It is excellent that pupils manage part of the schools' online presence at your school. Consider sharing a link to your website via the uploading evidence tool, accessible also through the [My school area](#).
- › 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-).

- › 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.

- › Consider appointing a governor or board member who provides a liaison for eSafety issues. Consider also reporting on the number and type of eSafety incidents to the governing body on an annual basis when you also review your School Policy. See our fact sheet on School Policy www.esafetylabel.eu/group/community/school-policy.

eSafety in the curriculum

- › 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
- › 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](#).
- › 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 very good that, in your school, pupils are taught from an early age on about responsibilities and consequences when using social media. Please share any resources through the uploading evidence tool, accessible also via the [My school area](#).

Extra curricular activities

- › Consider sharing the information you have about your pupils' online habits with other schools through the eSafety Label community. You could, for example, upload your latest survey findings on pupils' online habits to your school profile via your [My school area](#).

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.
- › 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](#).

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.