

Action plan submitted by Özlem DOĞRU for Cumhuriyet Ortaokulu - 17.01.2021 @ 15:45:11

**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

- You have differentiated levels of filtering in your school which is an excellent policy. A good policy still needs to be regularly updated - is the system being regularly updated? How often are sites requested to be blocked or unblocked? Periodically evaluate whether it is fit for purpose and involve all stakeholders in this process. In addition, bear in mind that an educational approach and building resilience in pupils of all ages is also key to safe and responsible online use so bring together all teachers to have a discussion on how they will talk to their pupils about being a good and safe digital citizen. See [www.europa.eu/youth/EU\\_en](http://www.europa.eu/youth/EU_en) for examples of discussions that can take place in the classroom on this topic, through role-play and group games.
- It is good practice that your ICT services are regularly reviewed, updated and removed if no longer in use.
- 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.esafetylevel.eu/group/community/protecting-your-devices-against-malware](http://www.esafetylevel.eu/group/community/protecting-your-devices-against-malware).

### Pupil and staff access to technology

- It is good that in your school computer labs can easily be booked. Consider the option of integrating other digital devices into the lessons as using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.
- 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](http://www.esafetylevel.eu/group/community/using-mobile-device-in-schools)).

### Data protection

- 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.

- It is good that all users are attributed a different password by the system in your school. Remind all school members never to write their given password down anywhere, certainly not on a sticker on a computer! Also, ensure that the Acceptable Use Policy reminds staff and pupils to keep their passwords secure and not share them with others.
- 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

- It is good practise that the member of staff responsible is fully aware of installed software and their license status.

## IT Management

- It is good practise that you 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)

- It is good practise that whenever changes are put into place in your school, the school policies are revised if needed. Note though, that also changes outside the school can affect policies such as new legislations or changing technologies. Therefore please review your policies at least annually.

## Reporting and Incident-Handling

- It is a pity not to share the details and solutions applied to bullying incidents both with the staff members and via the eSafety Label incident handling form. Only in this way can you learn through experience and the successful incident handling practices of others. You should also make sure that anti-bullying guidelines are given to pupils and staff in your Acceptable Use Policy.
- 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](http://teachtoday.de/en) website ([tinyurl.com/9j86v84](http://tinyurl.com/9j86v84)). If such incidents arise in your school, make sure you anonymously fill out the eSafety Label Incident handling form ([www.esafetylevel.eu/group/teacher/incident-handling](http://www.esafetylevel.eu/group/teacher/incident-handling)) so that other schools can benefit from your experience.

## Staff policy

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

## Pupil practice/behaviour

- › 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.
- › It is good that pupils have the possibility to shape school activities when discussing eSafety, be it extra-curricular and curricular ones, based on what is going on in their daily lives. This way they will be more engaged and it also allows the teacher to recognise real life issues.

## School presence online

- › 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.esafetymail.eu/group/community/schools-on-social-networks](http://www.esafetymail.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.
- › Check the fact sheet on Taking and publishing photos and videos at school ([www.esafetymail.eu/group/community/taking-and-publishing-photos-and-videos-at-school](http://www.esafetymail.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.
- › You have a dedicated person to monitor your school's online reputation, and this is good practice. Always be aware of any new sites that may not be immediately apparent through a regular search. Keep up to date with the latest sites and monitor these periodically, as they can be particularly damaging for schools and their pupils and staff if they present a negative viewpoint.

# 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.esafetymail.eu/group/community/school-policy](http://www.esafetymail.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-](http://www.esafetylabel.eu/group/community/acceptable-use-policy-aup-)).

- › Ensure that the governor or board member appointed for eSafety has the opportunity to receive regular training and also to ensure that colleagues are aware of eSafety issues. Involve your governing body in the development and regular review of your School Policy. See our fact sheet on School Policy [www.esafetylabel.eu/group/community/school-policy](http://www.esafetylabel.eu/group/community/school-policy).

## 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.
- › 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 good practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.
- › It is good that these issues have been included in the eSafety curriculum. It is a good idea to regularly review the issues which are being covered by your eSafety education in order to ensure that new and emerging issues are covered.

## Extra curricular activities

- › 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.esafetylabel.eu/group/community/pupils-use-of-online-technology-outside-school](http://www.esafetylabel.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

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

## Staff training

- › It is good practise that you provide information to teachers 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. You might want to have a look at the [Essie Survey of ICT in schools](#).

**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.**