

Action plan submitted by sedanur İnce for Yunus Emre Anadolu Lisesi - 14.11.2020 @ 23:21:08

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

- › 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.
- › You should organise a meeting with other teachers so you can discuss how the school could use social media and digital devices as an aid to learning in the classroom. Look at the outcomes and report from the SMILE project (Social Media in Learning and Education, <http://www.eun.org/teaching/smile>) to learn more about using social media in the classroom.

Data protection

- › It is good that your school provides training materials on the importance of protecting devices, especially portable ones. Please consider sharing those with others through the in . Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.
- › You have a good policy of keeping your learning and administration environments separate. It is good to ensure that staff training on managing these environments is up to date as you continue to review your policies. Share your policy with other eSafety Label users by uploading it to your school profile.

Software licensing

- › 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.

- › Keeping track of installed software and its licenses is a crucial task in order to avoid expired software licenses and to remain legal within the school ICT infrastructure. Ensure there is an ICT responsible who will be able to produce an overview at any given moment.
- › Compliance with licensing agreements is important. Someone needs to have overall responsibility to ensure that this is happening and that all licenses are valid for purpose. Staff should be briefed on who is the person responsible.

The [End-user license agreement](#) section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.

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.

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.
- › It is good that you have an Acceptable Use Policy (AUP) for pupils. You should now amend the AUP to include staff and the wider community. To ensure that your revised AUP is sufficiently comprehensive, take a look at the fact sheet and check list on Acceptable Use Policy at www.esafetylevel.eu/group/community/acceptable-use-policy-aup.
- › 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.esafetylevel.eu/group/community/using-mobile-device-in-schools) and School Policy (www.esafetylevel.eu/group/community/school-policy) will provide helpful information.
- › It is good practise that in your school teachers and pupils sign the relevant school policies and that it is discussed with pupils beforehand. Consider having regular meetings to discuss them and where non-conformity is dealt with.

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.

- › It is good practice to log cyberbullying incidents that occur in your school centrally, as you are contributing to building a data base of successful incident handling practices from schools across Europe that you and others can use in future. Make sure that pupils sign up to anti-bullying guidelines in your Acceptable Use Policy.
- › Have teachers received training on dealing with potentially illegal material? Is the procedure clearly indicated in the School Policy and the Acceptable Use Policy which all teachers and pupils have signed? All staff and pupils should be aware that they should report any suspected illegal content to the national INHOPE hotline (www.inhope.org).

Staff policy

- › In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.
- › New technologies, such as smartphones or other mobile devices bring a new set of risks with them. Ensure that your teachers are aware of those. This way they can avoid the pitfalls when using the devices and also pass the knowledge onto the pupils.

Pupil practice/behaviour

- › A hierarchy of positive and negative consequences should be applied to all on- and offline issues. It should be clearly communicated to all members of the school community and all stakeholders should be involved in drawing up and agreeing the consequences.

School presence online

Practice

Management of eSafety

- › 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.esafetylevel.eu/group/community/school-policy.
- › In addition to a clear designation of responsibility to ensure that all necessary network security and user privacy checks are in place, it is essential that schools also have audit and procedural checks at regular intervals. Without this, a school will be leaving itself vulnerable. See our fact sheet on School Policy at www.esafetylevel.eu/group/community/school-policy.
Although there should always be an overall lead person on eSafety just as you have in your school, everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise problems. Use our fact sheet Acceptable Use Policy (www.esafetylevel.eu/group/community/acceptable-use-policy-aup-) to ensure that everyone plays their part in ensuring they are all the best and safest digital citizens they can be.

- › 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.esafetylevel.eu/group/teacher/incident-handling.

eSafety in the 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 you are making a specific reference to sexting within your child protection policy as this is a growing issue that many young people are having to deal with. It is also important to ensure that you are providing appropriate education for pupils about this issue.

Extra curricular activities

- › Use Safer Internet Day as a mechanism to get the whole school community involved with online safety. The information and resources available at www.saferinternetday.org offer an ideal opportunity to promote peer advocacy activities.

Sources of support

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

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](#).

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.