

Assessment form submitted by Emine Şen Yiğit for Gemport Gemlik Anadolu Lisesi - 13.02.2023
@ 13:26:49

Infrastructure

Technical security

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

- > **Answer:** Yes, this is part of the job description of the ICT coordinator.

The member of staff responsible for ICT also attends the courses, seminars, webinars of the ministry of education offers

Pupil and staff access to technology

Question: What is the pupil/computer access in your school?

- > **Answer:** There are specific computer labs, which can be booked by the teacher and the teachers make good usage of this option.

At our school Only teachers are allowed to use smartboards with their defined usb. Students are allowed to use during the lesson not at the break time.

Data protection

Question: How is the storage of school records and other documentation dealt with over time?

- > **Answer:** We have a school retention plan specifying how long specific kinds of records are being kept and how they should be archived/disposed of.

Like EBA ,MEBBİS ,DYS applied by Ministry of Education software systems help us to store records and other documentation

Question: Do you have separated learning and administration environments in your school?

- > **Answer:** Yes, we have separated learning and administration environments.

Content related to internet use in media literacy and informatics courses has been updated in the light of current and technological developments. Information about the online habits of pupils updated and our school's discipline board gave punishment to students at a social media bullying case.

Question: How are staff and pupil passwords generated for access to your school system?

- > **Answer:** All users are attributed a different password by the system.

Users may not authorize anyone for any reason to use their School account. The account holder is responsible for any use of the school account. Users should take all reasonable precautions, including password protection and document protection, to prevent unauthorized use of their accounts. They should not share their passwords with another person and should change their passwords regularly. The account holder is responsible for any transaction performed using the password of a user account, even if the party performing the transaction is not the account holder himself.

Software licensing

Question: Do you have an agreed process for installing software on the school system?

> **Answer:** There are a few members of staff that everyone can ask to do this.

It is a shared task between the director, co-administrators and ICT coordinator. School's staff are aware of the procedure for new software and that all licenses are appropriate

Question: How is the software and license status managed?

> **Answer:** This is a shared task between several people and information can be gathered in a short time frame.

It is a shared task between the director, co-administrators and ICT coordinator. School's staff are aware of the procedure for new software and that all licenses are appropriate

Question: Has the school set a realistic budget for the software needs?

> **Answer:** Yes.

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IT Management

Question: Once new software is installed, are teachers trained in its usage?

> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

During pandemic we had online classes about how we use new tools like zoom, kahoot , quizziz , mentimeter, padlet ,voscreen , google forms slayts and K12 Net and also we give web2 courses to staff who use the tools for their projects and lessons. Our staff has also the opportunity to take Our Ministry of Education software training.

Question: What happens if a teacher would like to acquire new hard/software for the school network?

> **Answer:** There is a procedure in place that allows any staff member to make a request which will lead to an informed decision within a reasonable amount of days on whether new hard/software should be acquired.

It is a shared task between the director, co-administrators and ICT coordinator. School's staff are aware of the procedure for new software and that all licenses are appropriate

Policy

Acceptable Use Policy (AUP)

Question: Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

> **Answer:** Yes, eSafety is an integral part of several school policies.

we also write projects about the topics with the students and students choose and suggest the activity ideas for them

Question: Does the school have a policy on the use of mobile devices / mobile phones?

> **Answer:** Yes.

we have a written school policy which was officially approved and shared

Question: Does your school have an Acceptable Use Policy (AUP)?

> **Answer:** Yes, there is an AUP which covers all members of the school community.

Reporting and Incident-Handling

Question: Is there a procedure for dealing with material that could potentially be illegal?

> **Answer:** Yes.

This can be done under the authority of the school administrators when it is needed and if the necessary permit is taken

Question: Does the school take any responsibility for any online incidents that happen outside the school?

> **Answer:** Yes, and all staff, pupils and parents understand this.

the ICT coordinator and our school's co administrators regularly check our school's online reputation

Staff policy

Question: What happens to a teacher's account once s/he changes her/his role or leaves the school?

> **Answer:** The administrator is informed and immediately deactivates the teacher account or adjusts rights where possible.

Pupil practice/behaviour

Question: Does your school have a policy that states how pupils should communicate electronically at school?

> **Answer:** Yes, these are defined in the AUP and taught to pupils across the curriculum.

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Question: Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?

> **Answer:** Yes and this is clearly understood by all and applied consistently throughout the school.

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School presence online

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

School have an online presence on social media sites.

Question: Does your school policy contain a section on the taking and publishing of photographs of, and by, pupils, parents and staff?

> **Answer:** Yes, we have a comprehensive section on this in our School Policy.

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Practice

Management of eSafety

Question: Is there one single person responsible for ICT usage and online access in your school?

> **Answer:** No, teachers are responsible for their pupils' use of ICT and their online safety and security.

Teachers are responsible for their pupils' use of ICT and their online safety and security.

Question: Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?

> **Answer:** The member of staff responsible for ICT is sent to trainings/conferences at regular intervals.

The member of staff responsible for ICT also attends the courses, seminars, webinars of the ministry of education offers

eSafety in the curriculum

Question: Is the eSafety curriculum progressive?

> **Answer:** Yes.

An online safety (e-Safety) curriculum is created and included throughout the school to raise awareness among students about the importance of safe and responsible internet use. Seminars

on ICT addiction, correct and safe use of ICT, and Cyber Bullying are organized regularly by the guidance service. The school applies peer education to improve online safety in line with students' needs.

Question: Are pupils taught about their responsibilities and consequences when using social media? Topics would include digital footprints and data privacy.

> **Answer:** Yes, from an early age on.

School counselors and classroom guidance teachers curriculum contain digital footprints, data privacy, media literacy and disinformation. Webinars about the protection of personal individual's data are given and the day is celebrated.

Extra curricular activities

Question: Does the school have any up-to-date information about the online habits of pupils?

> **Answer:** Yes, we have plenty of information.

School have up-to-date information about the online habits of pupils?

Question: Do pupils do peer mentoring about eSafety?

> **Answer:** Yes, on a regular basis.

On safer internet day and also during that week we had online safer internet games and the winner and participant students were certified and awarded. The students who presented safer internet, media literacy and disinformation presentations and also the pupils who prepared e-safety noticeboards were rewarded.

Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

Our school recognizes that parents have an important role to play so that children can become safe and responsible users of the internet and digital technology. Information and guidance for parents on online safety is available to parents in a variety of formats through meetings, brochures, messages.

Question: Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?

> **Answer:** Yes, the school counselor is knowledgeable in eSafety issues.

On safer internet day and also during that week we had online safer internet games and the winner and participant students were certified and awarded. The students who presented safer internet, media literacy and disinformation presentations and also the pupils who prepared e-safety noticeboards were rewarded.

Staff training

Question: Do all staff receive regular training on eSafety issues?

> **Answer:** Yes, all staff receive regular training on eSafety.

Up-to-date and appropriate staff training on safe and responsible Internet use, professionally and personally, is provided to all members of staff in various ways on a regular (at least annual) basis, through the ICT officer, the Ministry of Education's PPA, the in-service training platform.

Question: Are teachers trained on the topic of cyberbullying?

> **Answer:** Yes, every teacher.

Seminars on ICT addiction, correct and safe use of ICT, and Cyber Bullying are organized regularly by the guidance service and Ministry of Education system ÖBA