

Action plan submitted by Ayşegül İlikçi for Kadriye Faik Koparan İlkokulu - 04.01.2023 @ 12:32:13

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.
- › 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.

### 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](http://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

- › You have a good policy of encrypting pupil data and storing it safely. Ensure all new staff made aware of the procedures for encryption and data handling and that there is a named point of contact acting as the data controller for your school. Upload to your school profile some guidelines about protecting sensitive data through an encryption system so that other schools can benefit from your experience.
- › 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 good practise that the member of staff responsible is fully aware of installed software and their license status.
- 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.

## IT Management

- There is a mechanism set up in your school that allows any staff member to make a request for new hardware/software - a request that leads to an informed decision within a reasonable amount of time. This is great as this way teacher can benefit from new technologies while still staying inline with school policy.
- 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) 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](http://www.inhope.org)).
- Please share the materials in which you tackle these issues especially with pupils and parents in the of the eSafety Label portal.

## 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

- Your school has a school wide approach of positive and negative consequences for pupil behaviour. This is good practice, please share your policy via the [My school area](#) of the eSafety portal so that other schools can learn from it.

- › 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.
- › When discussing eSafety pupils at your school can sometimes provide feedback on the activities . Involve them as much as possible so that the teacher recognises real life issues while the pupils are more engaged.

## School presence online

- › 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.
- › 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.esafetymlabel.eu/group/community/schools-on-social-networks](http://www.esafetymlabel.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.
- › 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.

# 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.esafetymlabel.eu/group/community/school-policy](http://www.esafetymlabel.eu/group/community/school-policy).
- › It is good that all staff in your school are responsible for eSafety. However, it is good practice to appoint a person who will have overall responsibility for eSafety issues to provide the focus needed. Ideally this should be someone from the senior leadership team. 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.esafetymlabel.eu/group/teacher/incident-handling](http://www.esafetymlabel.eu/group/teacher/incident-handling).
- › Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of new features and risks. Check out the [Better Internet for Kids portal](#) to stay up to date with the latest trends in the online world.

## eSafety in the curriculum

- › These issues are very topical at present and it is important to raise awareness and provide pupils with

opportunities to discuss concerns and ask questions. Consider integrating some education around these issues into the overall eSafety curriculum.

- › It is good practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.
- › 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.

## 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

- › It is great that you have a staff member which is knowledgeable in eSafety issues who acts as a teacher of confidence to pupils.
- › 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.esafetymal.eu/group/community/information-for-parents](http://www.esafetymal.eu/group/community/information-for-parents) to find resources that could be circulated to parents and ideas for parent evenings.

## Staff training

- › All staff need to be regularly updated about emerging trends in eSafety issues. Consider a needs-analysis to determine what different staff need from their training and consult the eSafety Label portal to see suggestions for training courses at [www.esafetymal.eu/group/community/suggestions-for-online-training-courses](http://www.esafetymal.eu/group/community/suggestions-for-online-training-courses).

**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.**