

Assessment form submitted by Selen Altan for İl Özel İdaresi Mustafa Aydede Anaokulu -
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Infrastructure

Technical security Pupil and staff access to technology

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

- > **Answer:** Pupils can bring their own laptops/tablets to school and/or it is easy for the teacher to provide the student with a computer within the class when needed.

Okulumuzda öğretmenlerimizin ve idarenin kullanması için uygun bilgisayar bulunmaktadır. Müfredata uygun olarak öğretmen denetiminde bilgisayar kullanılabilir.

Question: Are staff and pupils allowed to use their own equipment on the school WiFi network? How is this monitored?

- > **Answer:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

Data protection

Question: How is pupil data protected when it is taken 'off site' or being sent by email?

- > **Answer:** Our email system is protected with passwords and firewalls, and we have rules in place about the transfer of pupil data.

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

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

Sınıf ve idare ortamları ayrıdır.

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

- > **Answer:** New users are given a standard password and asked to generate their own password on their first access.

Question: Do you consistently inform all school members about the importance of protecting devices, especially portable ones?

- > **Answer:** Yes, we provide training/manuals around issues like these.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

- > **Answer:** Yes.

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 Management

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

- › **Answer:** Once a year we have a staff meeting where decisions about new hard/software are made.

Belirli aralıklarla düzenlenen kurul toplantıları ile öğretmen ihtiyaçları belirlenir.

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.

Policy

Acceptable Use Policy (AUP)

Question: How does the school ensure that School Policies are followed?

- › **Answer:** We have regular meetings where policy topics are discussed and non-conformity with the school policies is dealt with.

Question: How do you ensure the school policies are up to date?

- › **Answer:** When changes are put into place at school that impact the policy, they are updated immediately.

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.

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

- › **Answer:** Yes.

Staff policy

Question: Is there a School Policy that states how staff should behave online?

- › **Answer:** Yes, we have regularly updated guidelines clearly laid out in the School Policy on this.

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 School presence online

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

> **Answer:** Yes.

Question: Is someone responsible for checking the online reputation of the school regularly?

> **Answer:** Yes.

Question: Is it possible for pupils to take part in shaping the school online presence?

> **Answer:** No.

Okul öncesi eğitim kurumu olmamız sebebiyle öğrencilerimizin böyle bir katılımı bulunmamaktadır.

Practice

Management of eSafety

Question: How involved are school governors/school board members in addressing eSafety issues?

> **Answer:** There is a named school governor/ board member who reviews eSafety matters.

eSafety in the curriculum

Question: Are pupils taught about the risks of sexting?

> **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

Okul öncesi eğitim kurumu olmamız nedeniyle öğrencilerimizin mesaj kullanımı olmamaktadır. Ancak teknolojinin kullanımı ve güvenliği için veli eğitimleri düzenlenmektedir.

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?

> **Answer:** Yes, we make this a priority in our school from a young age.

Question: Do you include sexting and the school's approach to it in your child protection policy?

> **Answer:** No, sexting is not referenced in any policies.

Okul öncesi kurum olduğumuz için bu konuda çocuklarımız okuma yazma bilmedikleri için mesajlaşma faaliyetinde bulunmamaktadırlar.

Question: Is eSafety taught as part of the curriculum?

> **Answer:** Yes.

Veli eğitimleri ile bu güvenlik eğitimleri uygulanmaktadır.

Extra curricular activities Sources of support

Question: Does the school provide eSafety support for parents?

> **Answer:** Yes, regularly.

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

> **Answer:** There is no school counselor in our school.

Staff training

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

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

Çevrimiçi toplantılar, diğer kurum kuruluşlarla işbirliği içinde düzenlenen eğitimlerle personel eğitimi desteklenmektedir.

Question: Are teachers aware about the technology that pupils spend their freetime with?

> **Answer:** Informally, the school provides help on this.

Question: Can teachers organise a training themselves if they have expert knowledge they would like to share with their colleagues?

> **Answer:** Yes, our school encourages knowledge exchange between staff members. There is also an online community which staff members use.