

Action plan submitted by Süleyman PIÇAKÇI for TOKİ KÖPRÜLÜ ANADOLU LİSESİ - 23.01.2023 @ 15:20:48

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

- › All staff and pupils are allowed to use USB memory sticks in your school. This is good practice, and your Acceptable Use Policy should stipulate that all removable media is checked before use in the school systems. Check the fact sheet on Use of removable devices at www.esafetylabel.eu/group/community/use-of-removable-devices to make sure you cover all security aspects.
- › 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.

Data protection

- › Your new users are given a standard password and are asked to generate their own password on their first access. Passwords offer unique entry points into the school computing system and some basic rules of password security should be rigorously applied. For further information, read the fact sheet on Safe passwords at www.esafetylabel.eu/group/community/safe-passwords. Include these rules in your Acceptable User Agreement and avoid giving new users a standard "first access" password.
- › 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 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.
- › Once a year decisions on new hard/software are made. Investigate ways to also allow for new hard/software requests throughout the year. It will allow teachers to create a more engaging lesson without the temptation of unauthorized copying and its inherent dangers and costs.
- › It is good practice to ensure that the person in charge of the ICT network is fully informed of what software is on school-owned hardware and this should be clearly indicated in the School Policy and the Acceptable Use Policy. The person responsible for the network needs to be able to guarantee conformity with licensing requirements and that new software won't interfere with network operation.

Policy

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 that school policies are reviewed annually in your school. Ensure that they are also updated when changes are put into place that could affect them. All staff should be aware of the contents of the policy.
- › In your school policy issues are regularly discussed. This is good practice as it ensures staff and pupils are aware of them. Do pupils and staff also have to sign related documents to confirm their awareness?

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.
- › 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).

- › Your teachers know how to recognise and handle (cyber)bullying. Think about ways to raise awareness also among pupils and parents. Check out the eSafety fact sheet for more information.
- › 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 website (tinyurl.com/9j86v84). If such incidents arise in your school, make sure you anonymously fill out the eSafety Label Incident handling form (www.esafetylabel.eu/group/teacher/incident-handling) so that other schools can benefit from your experience.

Staff policy

- › Ensure that all staff, including new members of staff, are aware of the policy concerning online conduct. This should be a topic that is regularly discussed at staff meetings and clearly communicated in the School Policy, and to staff and pupils in the Acceptable Use Policy. Regularly review and update both documents as necessary.

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.

School presence online

- › Check the fact sheet on Taking and publishing photos and videos at school (www.esafetylabel.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.

Practice

Management of eSafety

- › Consider appointing a governor or board member who provides a liaison for eSafety issues. Consider also reporting on the number and type of eSafety incidents to the governing body on an annual basis when you also review your School Policy. See our fact sheet on School Policy www.esafetylabel.eu/group/community/school-policy.

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 eSafety is taught as part of the curriculum in your school. Ensure that all staff are delivering eSafety education where appropriate throughout the curriculum and not just through ICT or Personal Social and Health lessons. You/your staff may find some useful ideas and resources in the fact sheet Embedding eSafety in the curriculum at www.esafetylabel.eu/group/community/embedding-online-safety-in-curriculum.

- › 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 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.
- › 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.
- › While it is good that you discuss consequences of online actions terms and conditions, online payments and copyright with older pupils, consider discussing these also with young pupils.

Extra curricular activities

- › Try to develop further the engagement of pupils in peer mentoring and provide them with more opportunities to share their thoughts and understanding with their peers. Also check out the resource section of the eSafety Label portal to get further ideas and resources.
- › It is good that you provide eSafety support for your pupils outside curriculum time when asked. Consider offering all pupils support to deal with online safety issues. It may be helpful to provide a “surgery” to help pupils to set their Facebook privacy etc. The eSafety Label portal provides resources that will be useful for 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.

Sources of support

- › Dobro je, da staršem nudite podporo v zvezi z e-varnostjo, ko si to želijo. Premislite, ali bi bilo dobro vse starše redno obveščati prek spletne strani ali prek povezav v šolskem e-glasilu. Morda imate lahko tudi roditeljski sestanek. Poglejte si smernice o informacijah za starše na www.esafetylabel.eu/group/community/information-for-parents, kjer boste našli gradiva, ki jih lahko posredujete staršem, in ideje, ki jih lahko uporabite na roditeljskih sestankih.

Staff training

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.

