

Action plan submitted by neslihan özer for kemer merkez ilkokulu - 12.01.2023 @ 19:26:09

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.
- › It is good practice that your ICT services are regularly reviewed, updated and removed if no longer in use.

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.
- › 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 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.
- › 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.

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.
- › Your school has set a realistic budget for software needs. This is good. Ensure that it remains this way. You might also want to look into alternatives, e.g. Cloud services or open software.

IT Management

- › 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.
- › In your school only the head master and/or IT responsible can acquire new software. Consider putting a system into place where teachers can ask for new software in a non-bureaucratic and timely fashion. This allows teachers to create a more engaging lesson without the temptation of unauthorized copying and its inherent dangers and costs.

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 excellent that eSafety is an integral part of several school policies. Do all staff make reference to it when appropriate through their teaching? Look for examples of good practice and share these with staff and pupils. Produce a short case study to highlight this good practice and upload it to your profile on the eSafety Label portal via your [My school area](#) as inspiration for other schools.

Reporting and Incident-Handling

- › 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.
- › It's good that you have a clear School Policy on handling out-of-school eSafety incidents; is the number of these declining? Start a discussion thread in the community on what other preventative measures or awareness raising activities could be used in order to reduce the number of issues further. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylabel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.
- › 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.

Staff policy

- › As new technology and online practices emerge the borders of acceptable practice are constantly blurred. This is something that needs to be discussed at staff meetings often. Could you create a tutorial on professional online conduct of staff and upload it to your school profile via your [My school area](#) so that other schools can benefit from your good practice?
- › Ensure that all staff understand the school's regulations on use of personal mobile devices in the classroom; these should be clearly communicated in the School Policy. Monitor the effectiveness of the policy and ensure that it is adhered to. You can also advise your staff to read the fact sheet Using mobile phones at school (www.esafetylabel.eu/group/community/using-mobile-device-in-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.

School presence online

- › 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.esafetylabel.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.

Practice

Management of eSafety

- › In your school, teachers are responsible for their own pupils' online activity. There are many network security and user privacy, audit and procedural tool checks and balances that need to take place to ensure the safety of your pupils and the school networks, and these should be laid down in your School Policy. See our fact sheet on School Policy at www.esafetylabel.eu/group/community/school-policy.

To ensure this happens as efficiently and often as necessary, we advise that the Principal of your school appoints one individual staff member to look after eSafety management in the school. This person will be responsible for seeing that all aspects included in your School Policy are discussed and looked at with other teachers as well as with pupils in the classroom.

To ensure that every staff member, pupil and parent is aware of her or his online rights and responsibilities, see the fact sheet on Acceptable Use Policy (www.esafetylabel.eu/group/community/acceptable-use-policy-aup-).

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

eSafety in the 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 practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.
- › It is good practice that all pupils in all year groups in your school are taught about eSafety. It continues to be important to review regularly the curriculum provision to ensure it meets ever-changing needs. If you have a curriculum review process of this kind, it would be helpful to other schools if you could publish this on your school profile. To upload go to your [My school area](#).
- › 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 good that these issues have been included in the eSafety curriculum. It is a good idea to regularly review the issues which are being covered by your eSafety education in order to ensure that new and emerging issues are covered.

Extra curricular activities

- › How do you organise peer mentoring among pupils on eSafety? Check out the resources of the [ENABLE project](#) and share your ideas in the [forum](#) of the eSafety Label community so that other schools can benefit from your experience to establish a similar approach.

Sources of support

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

Staff training

- › It should be a real benefit to your pupils that all staff receive regular training on eSafety issues. Continue to gather feedback from staff on the medium- and long-term benefits of the training and consult the eSafety Label portal to see suggestions for training courses at www.esafetylabel.eu/group/community/suggestions-for-online-training-courses.

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.