

Action plan submitted by SAADET ÜNSAL for HAFSA SULTAN İLKOKULU - 15.01.2023 @ 19:53:52

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

- You have differentiated levels of filtering in your school which is an excellent policy. A good policy still needs to be regularly updated - is the system being regularly updated? How often are sites requested to be blocked or unblocked? Periodically evaluate whether it is fit for purpose and involve all stakeholders in this process. In addition, bear in mind that 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 for examples of discussions that can take place in the classroom on this topic, through role-play and group games.
- Your school system is protected by a firewall but is sometimes bypassed for certain applications. While there may be some arguments for bypassing it, it is usually inadvisable to do so. If it is decided that the school policy will permit this, then it should only be implemented by an authorised technical manager and then on a restricted time basis.

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.
- Ensure that the policy on mobile phones is being applied consistently throughout the school. Take a look at the fact sheet on Using Mobile Phones at School (www.esafetylabel.eu/group/community/using-mobile-device-in-schools).
- It is great that in your school laptops/tablets are easily accessible within a lesson. Using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.
- 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

- › It is good that your school provides training materials on the importance of protecting devices, especially portable ones. Please consider sharing those with others through the in . 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 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.

IT Management

- › It is good practise that your 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.
- › 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)

- › It is good that you have an Acceptable Use Policy for all members of the school community. Regularly review the AUP to ensure that it is still fit for purpose; to ensure that your AUP is sufficiently comprehensive, take a look at the fact sheet and check list on Acceptable Use Policy at www.esafetylevel.eu/group/community/acceptable-use-policy-aup-.
- › 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?
- › This is good teaching practice, but you need to consolidate it with a section dedicated to mobile phone usage in your School Policy and your Acceptable Use Policy. Consult all stakeholders to develop this; 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 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.

- › 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.

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.
- › 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

- › It is good practice that the school policy includes information about risks with potentially non-secured devices, such as smartphones and that reference is made to it. Consider sharing your school policy via the uploading evidence tool, also accessible through the [My school area](#).

Pupil practice/behaviour

- › It is good that pupils have the possibility to shape school activities when discussing eSafety, be it extra-curricular and curricular ones, based on what is going on in their daily lives. This way they will be more engaged and it also allows the teacher to recognise real life issues.
- › 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.

School presence online

Practice

Management of eSafety

- › 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.
- › 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-).

eSafety in the curriculum

- 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 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.
- 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.

Extra curricular activities

- Gather feedback from pupils to see what sort of additional eSafety support they would benefit from outside curriculum time. Could they be involved in delivering some of this to their peers? Check the resource section on the eSafety Label portal to find resources that will help them do 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.
- 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

- All staff should have some responsibility for eSafety. School counsellors, nurses, etc. are all well placed to provide advice and guidance on these issues and should be invited to contribute to developing and regularly reviewing your School Policy. Make the maximum use of their knowledge and skills and consider whether it is appropriate to provide training for them.
- It is great that you have a staff member which is knowledgeable in eSafety issues who acts as a teacher of confidence to pupils.

- › 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.