

Action plan submitted by LEYLA VURAL for Akyol Ortaokulu - 10.12.2022 @ 16:40:07

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 very good that all your school devices are virus protected. Make sure you also have included a paragraph on virus protection in both your school policy and your Acceptable Use Policy, and ensure that staff and pupils rigorously apply school guidelines. If you need further information, check out the fact sheet on Protecting your devices against malware at www.esafetylevel.eu/group/community/protecting-your-devices-against-malware.

Pupil and staff access to technology

- › The computer labs in your school are hard to book. Investigate if this can be facilitated and/or if there are other ways to facilitate usage of new media inside a lesson. Using digital devices is the best way to teach responsible use of new technologies to pupils. Consider whether using a BYOD (bring your own device) approach could work.
- › There are clear advantages for staff and pupils to bring their personal devices to school and to access internet on them. Besides supplementing the technical equipment available at school, this provides an important link between learning at home and at school and an opportunity to guide young people in responsible use. However, staff and pupil use of their own equipment on the school network needs to be addressed in an Acceptable Use Policy so that users are clear about which networks they should use and why. The Acceptable Use Policy needs to include clear guidance about which activities are permitted while on the school network, and what is not allowed.

Data protection

- › It is good that your school records are stored in a safe environment, it is also necessary that they are archived and disposed with in line with the Data Protection Act. Ensure that a good records management system is put in place. Check the according fact sheet for more information.
- › It is good that all users are attributed a different password by the system in your school. Remind all school members never to write their given password down anywhere, certainly not on a sticker on a computer! Also, ensure that the Acceptable Use Policy reminds staff and pupils to keep their passwords secure and not share them with others.

- › Having your learning and administration environments together can create a security risk. Ensuring security of staff's and pupils' private data is a fundamental role of the school. We recommend that your appointed eSafety manager/ICT coordinator, together with the staff and a technical expert, define and implement a strategy for separating learning and administration environments or ensuring the equivalent highest level of security between them. Read the fact sheet on Protecting sensitive data in schools at www.esafetylevel.eu/group/community/protecting-sensitive-data-in-schools.

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.
- › 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

- › 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)

- › 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.

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).
- › Please share the materials in which you tackle these issues especially with pupils and parents in the of the eSafety Label portal.

- › 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.esafetymodel.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

- › 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

- › 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.
- › 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

- › 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.esafetymodel.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

- › 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.esafetymodel.eu/group/teacher/incident-handling.
- › 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.esafetymodel.eu/group/community/school-policy.

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 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.
- › It is very good that, in your school, pupils are taught from an early age on about responsibilities and consequences when using social media. Please share any resources through the uploading evidence tool, accessible also via the [My school area](#).

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](#).
- › 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 to know that you are frequently using the online eSafety resources from your national Safer Internet Centre. Have you found these resources helpful in your school? Please send your feedback on their use and value to info-insafe@eun.org.

Sources of support 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.
- › In your school knowledge exchange between staff members is encouraged. This is beneficiary to the whole school. Upload PowerPoints, documents or similar of knowledge exchanges on eSafety topics via the uploading evidence tool, accessible also via the [My school area](#).

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.

