

Action plan submitted by AYNUR TATAROĞLU for AHMED CEVDET PAŞA ANADOLU İMAM HATİP LİSESİ - 07.02.2023 @ 21:06:16

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.esafetylabel.eu/group/community/protecting-your-devices-against-malware](http://www.esafetylabel.eu/group/community/protecting-your-devices-against-malware).

### 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](http://www.esafetylabel.eu/group/community/use-of-removable-devices) to make sure you cover all security aspects.
- You should organise a meeting with other teachers so you can discuss how the school could use social media and digital devices as an aid to learning in the classroom. Look at the outcomes and report from the SMILE project (Social Media in Learning and Education, <http://www.eun.org/teaching/smile>) to learn more about using social media in the classroom.
- 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

- 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.
- 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.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools](http://www.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools).

## Software licensing

- › Compliance with licensing agreements is important. Someone needs to have overall responsibility to ensure that this is happening and that all licenses are valid for purpose. The [End-user license agreement section](#) in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.

## IT Management

- › 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 practise that you 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 practise that in your school teachers and pupils sign the relevant school policies and that it is discussed with pupils beforehand. Consider having regular meetings to discuss them and where non-conformity is dealt with.
- › 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.esafetylabel.eu/group/community/using-mobile-device-in-schools](http://www.esafetylabel.eu/group/community/using-mobile-device-in-schools)) and School Policy ([www.esafetylabel.eu/group/community/school-policy](http://www.esafetylabel.eu/group/community/school-policy)) will provide helpful information.

### 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](http://www.inhope.org)).
- › 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.

- › 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](https://teachtoday.de/en) website ([tinyurl.com/9j86v84](https://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](https://www.esafetylabel.eu/group/teacher/incident-handling)) so that other schools can benefit from your experience.

## 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?

## Pupil practice/behaviour

- › 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

- › It is good that pupils can give feedback on the school's online presence. Think about creating a space that is entirely managed by pupils. It's a great opportunity to learn about media literacy and related issues. It also can help to establish a peer network of support. Find out more about in the eSafety Label fact sheet.
- › 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](https://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.
- › We recommend that you nominate a web-experienced staff member to periodically check the school's online reputation by carrying out an internet search for the name of the school. Remember that this is the image that prospective parents will receive when they search for your school 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](https://www.esafetylabel.eu/group/teacher/incident-handling).

## eSafety in the curriculum

- › It is good that sexting has been integrated into wider online safety education across the school. Are you able to assess the impact of this education? Does it help pupils to modify their behaviours? How do you know?
- › 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](#).
- › 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.

## 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.
- › 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](#).
- › 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.esafetymlabel.eu/group/community/pupils-use-of-online-technology-outside-school](http://www.esafetymlabel.eu/group/community/pupils-use-of-online-technology-outside-school).

## Sources of support

- › It is great that in your school pupils are actively encouraged to become eSafety mentors. You might want to share your approach to strengthening this network with other teachers on the eSafety Label website via the forum or your school's profile page, so that others can replicate it.
- › 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.esafetymlabel.eu/group/community/information-for-parents](http://www.esafetymlabel.eu/group/community/information-for-parents) to find resources that could be circulated to parents and ideas for parent evenings.
- › It is good to know that other school services are involved in eSafety issues (e.g. counsellors, psychologists, school nurse). Are they also invited to contribute to developing and regular review of your School Policy? Publish a case study about how this is managed in your school on your school profile page on the eSafety Label project website, so that others can learn from your experience.

## 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.