

Action plan submitted by Erdem ARSLAN for İskenderun Fatih Sultan Mehmet Anadolu İmam Hatip Lisesi - 12.01.2021 @ 22:55:24

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

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

Pupil and staff access to technology

- › Consider whether banning mobile devices is a rule that is fit for purpose and if your school might want to allow digital devices for some class activities. You could develop as part of your Acceptable Use Policy a section on how digital technologies can and cannot be used in the classroom; see the fact sheet on Using Mobile Phones at School (www.esafetylabel.eu/group/community/using-mobile-device-in-schools).
- › 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

- › There is a retention plan in place for your school detailing how specific school records are stored, archived and disposed. This is very good. Ensure that the plan is followed and review it regularly to ensure it relates to the Data Protection Act and other relevant legislation. Check the according fact sheet for more information.

- › 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.
- › 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.

Software licensing

- › It is good practise that the member of staff responsible is fully aware of installed software and their license status.

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.

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.esafetylabel.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?
- › 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

- › Please share the materials in which you tackle these issues especially with pupils and parents in the of the eSafety Label portal.
- › 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](#).
- › You have guidelines in your Acceptable Use Policy (AUP) on teachers' classroom usage of mobile phones. Upload your AUP to your school profile as it is a model of good practice that can help other eSafety Label schools.

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.

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.
- › You have a dedicated person to monitor your school's online reputation, and this is good practice. Always be aware of any new sites that may not be immediately apparent through a regular search. Keep up to date with the latest sites and monitor these periodically, as they can be particularly damaging for schools and their pupils and staff if they present a negative viewpoint.

Practice

Management of eSafety

- › 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.
- › It is good that you have a designated member of staff responsible for eSafety. Consider whether it would be helpful to have an eSafety committee comprising members from all groups of stakeholders. 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.
- › In addition to a clear designation of responsibility to ensure that all necessary network security and user privacy checks are in place, it is essential that schools also have audit and procedural checks at regular intervals. Without this, a school will be leaving itself vulnerable. See our fact sheet on School Policy at www.esafetymodel.eu/group/community/school-policy.
Although there should always be an overall lead person on eSafety just as you have in your school, everybody in

the school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise problems. Use our fact sheet Acceptable Use Policy (www.esafetylevel.eu/group/community/acceptable-use-policy-aup-) to ensure that everyone plays their part in ensuring they are all the best and safest digital citizens they can be.

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 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.

Extra curricular activities

- › 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

- › 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.
- › 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.
- › It is great that you have a staff member which is knowledgeable in eSafety issues who acts as a teacher of confidence to pupils.

Staff training

- › 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.

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