

Action plan submitted by Seda Koroğlu for Mahmutlar İlkokulu - 17.01.2023 @ 21:41:27

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.
- › 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.

Pupil and staff access to technology

- › 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.
- › 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 email system is protected and that you have a policy for the transfer of pupil data in place. In this regard, it is important to draw up guidelines so that all staff are clear about what to do if they discover inappropriate or illegal content on school machines. For further information see the fact sheet on Protecting sensitive data (www.esafetylevel.eu/group/community/protecting-sensitive-data-in-schools).
- › It is good that your school provides materials on the importance of protecting devices, especially portable ones.

Ensure that staff are aware of these and use them. This material should be pointed out to new staff as part of their induction. Please consider uploading those as evidence at [evidence](#) and sharing with others in the forum. Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.

Software licensing

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

IT Management

- › There is a mechanism set up in your school that allows any staff member to make a request for new hardware/software - a request that leads to an informed decision within a reasonable amount of time. This is great as this way teacher can benefit from new technologies while still staying inline with school policy.
- › 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.esafetylabel.eu/group/community/acceptable-use-policy-aup-.
- › 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

- › 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.
- › 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).

Staff policy

- › In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.
- › 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

- › 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.
- › 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 a pity that your school does not have an online presence. An online school presence can be a powerful tool to communicate with pupils, parents and teachers. 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.esafetylevel.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

- › Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of new features and risks. Check out the [Better Internet for Kids portal](#) to stay up to date with the latest trends in the online world.

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](#).

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.
- › 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 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.

Staff training

- › Your school makes sure that every teacher is trained on cyberbullying. Please share resources that are used in these trainings via uploading them to your [My school area](#). Are you also monitoring the effect that this training had on the number of incidents?
- › 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.