

Action plan submitted by Tuğçe Öztürk for İslamdağ Ortaokulu - 05.06.2020 @ 23:47:17

**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](http://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. Ensure that the provision and management of the firewall are regularly reviewed and updated, as and when required.

### Pupil and staff access to technology

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

## 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 that you can produce an overview of installed software and their licences in a short time frame with the help of several people. Consider centralising this.

## 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.

# Policy

## Acceptable Use Policy (AUP)

- › 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.
- › 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](http://www.esafetylevel.eu/group/community/using-mobile-device-in-schools)) and School Policy ([www.esafetylevel.eu/group/community/school-policy](http://www.esafetylevel.eu/group/community/school-policy)) will provide helpful information.

## 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.
- › 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.esafetylevel.eu/group/teacher/incident-handling](http://www.esafetylevel.eu/group/teacher/incident-handling)), as this enables schools to share and learn from each other's strategies.

## Staff policy

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

## 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

- › 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](http://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.
- › 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.esafetylabel.eu/group/community/school-policy](http://www.esafetylabel.eu/group/community/school-policy).
- › 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](http://www.esafetylabel.eu/group/teacher/incident-handling).

## 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.

## 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](#).

## 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.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 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.**