

Action plan submitted by **Gürcan KANDEMİR** for **Mehmet Akif Ersoy İlkokulu** - 18.01.2023 @ 14:43:26

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.

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.
- › 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 to make sure you cover all security aspects.
- › It is great that in your school laptops/tablets are easily accessible within a lesson. Using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.

Data protection

- › 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.
- › 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.

Software licensing

- It is good practise that the member of staff responsible is fully aware of installed software and their license status.
- It is important to ensure that all new staff are briefed about the effective processes you have for the installation of new software. This will mean that the security of your systems can be maintained and that staff can try out new software applications that will help teaching and learning.
- 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 Management

- 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.
- 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 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.

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).

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

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

- Check the fact sheet on Taking and publishing photos and videos at school (www.esafetylabel.eu/group/community/taking-and-publishing-photos-and-videos-at-school) to see that your School Policy covers all areas, then upload this section of your School Policy to your profile page via your [My school area](#) so that other schools can learn from your good practice.
- 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

- 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.
- 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.

- › It is good that the job description outlines that the member of staff responsible for ICT needs to keep up to date with new technologies. In addition, it would be good to regularly send the ICT responsible to trainings/conferences so (s)he can keep up with 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

- › 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 these issues have been included in the eSafety curriculum. It is a good idea to regularly review the issues which are being covered by your eSafety education in order to ensure that new and emerging issues are covered.
- › 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 excellent that consequences of online actions are discussed with pupils in all grades. Terms and conditions need to be read to fully understand contractual conditions. This can also concern aspects of data privacy. Another important topic is breach of copyright. Please share the materials used through the uploading evidence tool, accessible also via the [My school area](#).

Extra curricular activities Sources of support

- › All staff should have some responsibility for eSafety. School counsellors, nurses, etc. are all well placed to provide advice and guidance on these issues and should be invited to contribute to developing and regularly reviewing your School Policy. Make the maximum use of their knowledge and skills and consider whether it is appropriate to provide training for them.

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](#).
- › 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.

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.