

Action plan submitted by Erdem Büyükgökoğlan for Güneykent Yunus Emre Ortaokulu - 18.01.2023 @ 10:46:19

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

### 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.
- › 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.esafetylevel.eu/group/community/using-mobile-device-in-schools](http://www.esafetylevel.eu/group/community/using-mobile-device-in-schools)).
- › To have a policy that does not allow staff and pupils to use USB sticks is sensible and cautious but sometimes there are instances when use of USBs/removable media might be acceptable. To ensure that secure systems are maintained to the highest standards, include in your Acceptable Use Policy some information on use of removable storage devices. Check the fact sheet on Use of removable devices at [www.esafetylevel.eu/group/community/use-of-removable-devices](http://www.esafetylevel.eu/group/community/use-of-removable-devices) to make sure you cover all security aspects.

### Data protection

- › 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.
- › 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.

- › 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.
- › You have a good policy of encrypting pupil data and storing it safely. Ensure all new staff made aware of the procedures for encryption and data handling and that there is a named point of contact acting as the data controller for your school. Upload to your school profile some guidelines about protecting sensitive data through an encryption system so that other schools can benefit from your experience.

## Software licensing 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.
- › In your school only the head master and/or IT responsible can acquire new software. Consider putting a system into place where teachers can ask for new software in a non-bureaucratic and timely fashion. This allows 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 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

- › 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](http://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](http://www.esafetylabel.eu/group/teacher/incident-handling)) so that other schools can benefit from your experience.
- › It is good practice to log cyberbullying incidents that occur in your school centrally, as you are contributing to building a data base of successful incident handling practices from schools across Europe that you and others can use in future. Make sure that pupils sign up to anti-bullying guidelines in your Acceptable Use Policy.

### 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?

- There are dangers associated with the use of personal mobile devices in class. Consider why staff would need to use their device and, if appropriate, consider providing a school device. Advise staff to read the fact sheet 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 ensure that the guidelines to staff are clearly communicated in the School Policy.
- In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.
- 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](#).

## 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

- 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.
- 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](http://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.

# 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.
- 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.esafetylabel.eu/group/teacher/incident-handling](http://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 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.
- › It is good that eSafety is taught as part of the curriculum in your school. Ensure that all staff are delivering eSafety education where appropriate throughout the curriculum and not just through ICT or Personal Social and Health lessons. You/your staff may find some useful ideas and resources in the fact sheet Embedding eSafety in the curriculum at [www.esafetylabel.eu/group/community/embedding-online-safety-in-curriculum](http://www.esafetylabel.eu/group/community/embedding-online-safety-in-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 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](#).
- › 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.

## Extra curricular activities

- › 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 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?

**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.**

