

Action plan submitted by hatice şimşek for ÇUMRA 125.YIL ANAOKULU - 26.01.2021 @ 21:06:33

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.
- › 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

- › Ensure that the policy on mobile phones is being applied consistently throughout the school. Take a look at the fact sheet on Using Mobile Phones at School (www.esafetylabel.eu/group/community/using-mobile-device-in-schools).
- › 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

- › 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 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 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 training materials on the importance of protecting devices, especially portable ones. Please consider sharing those with others through the in . 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 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)

- › 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?

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).
- › 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

- › 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.
- › 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

- › 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) for further information to make sure that good practice guidelines have been followed. Get feedback from stakeholders about how useful the profile is.
- › 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.

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.

eSafety in the curriculum

- › 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 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 practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.

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.
- › 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

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

Staff training

- › 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.