

Action plan submitted by Naciye YAĞMUR for Sancaklar İlkokulu - 03.01.2023@ 13:17:42

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

- › 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.
- › The fact that staff and pupils are allowed to use USB memory sticks in your school following permission, would require that all staff concerned receive adequate training to be able to know when they can be used safely. Is this the case? To keep your systems secure whilst allowing staff and pupils you also need to include the ground rules in your Acceptable Use Policy. Check the fact sheet on Use of removable devices at [www.esafetylabel.eu/group/community/use-of-removable-devices](http://www.esafetylabel.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.
- › Your new users are given a standard password and are asked to generate their own password on their first access. 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](http://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

- › Your school has set a realistic budget for software needs. This is good. Ensure that it remains this way. You might also want to look into alternatives, e.g. Cloud services or open software.

## 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.
- › 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.
- › When installing new software on school computers, consider providing training and/or guidance in the use of new software that is installed on school computers. This is important to ensure that school members will take advantage of new features, but also that they are aware of relevant security and data protection issues. Remember that not every staff member has the same easy access to technology.

## Policy

### 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.
- › 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

- › Please share the materials in which you tackle these issues especially with pupils and parents in the of the eSafety Label portal.
- › 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.
- › 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.

## 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](#).

## 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.
- › You have defined electronic communication guidelines in your Acceptable Use Policy and this would be a useful example of good practice for other schools. Can you create a tutorial about electronic communication guidelines for pupils and upload it to your school profile via your [My school area](#) so that other schools can benefit from your experience.
- › 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.

## 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.

# Practice

## Management of eSafety

- › 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.
- › 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.esafetylevel.eu/group/teacher/incident-handling](http://www.esafetylevel.eu/group/teacher/incident-handling).

## eSafety in the curriculum

- › In your school older pupils are taught about the responsibilities and consequences when using social media. In

today's times, younger and younger children are using social media. Consider therefore, to extend lessons on these topics also to younger pupils.

- › 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).
- › 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.

## 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](mailto:info-insafe@eun.org).

## 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.
- › 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](http://www.esafetylabel.eu/group/community/information-for-parents) to find resources that could be circulated to parents and ideas for parent evenings.

## Staff training

- › It is good practise that you provide information to teachers on the technology used by pupils in their freetime. This is important as this awareness is the first step in addressing the issue of powering down for school. At the same time pupils should not be asked to do their homework using technology not available to them outside of schools. You might want to have a look at the [Essie Survey of ICT in schools](#).
- › 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.

