

Action plan submitted by TEKİN TIRYAKI for YÜKSELİŞ SECONDARY SCHOOL - 12.01.2021 @ 12:54:18

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.
- › You urgently need to get virus protection for devices that need to be protected on the school network since only some of them are protected at the moment. Just one infected device can contaminate the school's whole network and certain types of virus can even save illegal content to your server.
You should also include a paragraph on virus protection in both your school policy and your Acceptable Use Policy, and ensure that staff and pupils rigorously apply school guidelines. Check out the fact sheet on Protecting your devices against malware at www.esafetylevel.eu/group/community/protecting-your-devices-against-malware.
- › Filtering on the school system will avoid, to a certain extent, pupils accessing illegal and unwanted content, although it is important to recognise that 3G and 4G access is increasingly available. At the same time, setting up a filter can provide an opportunity for fruitful discussion on standards. However, if a school chooses not to do this, then the Acceptable Use Policy must be explicit and applied robustly. Consult the Acceptable Use Policy (AUP) on the eSafety Label portal (www.esafetylevel.eu/group/community/acceptable-use-policy-aup-) to ensure that you have covered all important aspects in your AUP.
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.
- › It is important that your ICT services are regularly reviewed, updated and removed if no longer in use. Installing the latest versions and patches often addresses security vulnerabilities without which your services might come under attack. Ensure that this is part of the job description of the ICT coordinator.

Pupil and staff access to technology

- › 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).

- › 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.

Data protection

- › Any data relating to pupils should be encrypted before it is sent or stored electronically. Investigate urgently how data can be protected, making use of other school's advisers or good practice guides, and take action. See the fact sheet on Protecting Sensitive Data (www.esafetylevel.eu/group/community/protecting-sensitive-data-in-schools).
- › 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.esafetylevel.eu/group/community/protecting-sensitive-data-in-schools.

Software licensing

- › You need to make sure that all the software in your school is legally licensed and that copies of the licences are held centrally. You also need to check with whoever supports your IT systems that the software will not compromise system security. Your school should develop a clear policy for software acquisition and it is good practice to centralise this process wherever possible.

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)

- › This is good teaching practice, but you need to consolidate it with a section dedicated to mobile phone usage in your School Policy and your Acceptable Use Policy. Consult all stakeholders to develop this; the fact sheets on Using mobile phones at school (www.esafetylevel.eu/group/community/using-mobile-device-in-schools) and School Policy (www.esafetylevel.eu/group/community/school-policy) will provide helpful information.

Reporting and Incident-Handling

- › It is a pity not to share the details and solutions applied to bullying incidents both with the staff members and via the eSafety Label incident handling form. Only in this way can you learn through experience and the successful incident handling practices of others. You should also make sure that anti-bullying guidelines are given to pupils and staff in your Acceptable Use Policy.
- › Consider making the policy on 'Online incidents that take place outside school' more explicit and ensure that it is clearly communicated to all through the School Policy and the Acceptable Use Policy. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylabel.eu/group/teacher/incident-handling), as this enables schools to share and learn from each other's strategies.
- › Have teachers received training on dealing with potentially illegal material? Is the procedure clearly indicated in the School Policy and the Acceptable Use Policy which all teachers and pupils have signed? All staff and pupils should be aware that they should report any suspected illegal content to the national INHOPE hotline (www.inhope.org).
- › It is important to have a clearly communicated School Policy on this, and it should be mentioned in the Acceptable Use Policy too. What is considered to be potentially illegal can vary from person to person, so it is important that this is discussed with staff members and that school standards are set. All members of the school including pupils and teachers must be informed of them and required to respect them.

Staff policy

- › In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.
- › There should be a code of conduct for staff so that they are clear about what is acceptable behaviour when they are online. This should be clearly communicated to all staff in the School Policy, and to staff and pupils in the Acceptable Use Policy. Regularly review and update both documents as necessary.
- › 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.

Pupil practice/behaviour

- › Electronic communication guidelines for pupils should be clearly communicated in the Acceptable Use Policy. Communication between pupils can rapidly degenerate if standards are not set, giving rise to incidents such as cyberbullying. Learning about effective, responsible communication should also be part of the school curriculum, as it is a necessary competence for every young person. Discuss this at a staff meeting in order to define the standards you want to implement.

School presence online

- › Review the policy on taking photographs of, and by, pupils, parents and staff and check that it reflects any recent developments. Ideally, the policy should focus on behaviour rather than specific technologies. 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) will provide a good starting point.

Practice

Management of eSafety

- In your school, teachers are responsible for their own pupils' online activity. There are many network security and user privacy, audit and procedural tool checks and balances that need to take place to ensure the safety of your pupils and the school networks, and these should be laid down in your School Policy. See our fact sheet on School Policy at www.esafetylabel.eu/group/community/school-policy.

To ensure this happens as efficiently and often as necessary, we advise that the Principal of your school appoints one individual staff member to look after eSafety management in the school. This person will be responsible for seeing that all aspects included in your School Policy are discussed and looked at with other teachers as well as with pupils in the classroom.

To ensure that every staff member, pupil and parent is aware of her or his online rights and responsibilities, see the fact sheet on Acceptable Use Policy (www.esafetylabel.eu/group/community/acceptable-use-policy-aup-).

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](#).
- Cyberbullying is one of the key issues that helplines are contacted about and can have a devastating effect on pupils' lives. Discuss the topic with pupils from a very early age, maybe in the form of role plays. Also check out the fact sheet on [Cyberbullying](#) for more information.
- While it is good that you discuss consequences of online actions terms and conditions, online payments and copyright with older pupils, consider discussing these also with young pupils.

Extra curricular activities

- Consider offering pupils support to deal with online safety issues they meet outside school and make a note of these to share with other schools in the eSafety Label community. It may be helpful to provide a "surgery" to help pupils to set their Facebook privacy, etc. The eSafety Label portal provides resources that will be useful for this; check out the fact sheet on Pupils' use of online technology outside school at www.esafetylabel.eu/group/community/pupils-use-of-online-technology-outside-school.

Sources of support

- It is important that pupils have a trained staff member to turn to in case of issues. Explore the feasibility of having a staff member take this role and train him/her if needed on eSafety related issues. Bear in mind that online and offline issues are often linked.
- Young people are more open to advice from their peers. Consider offering optional courses and/or school

rewards on eSafety topics or similar that stimulate expert knowledge in pupils that then could become a point of reference for their peers.

- Premislite, ali bi bilo dobro vse starše redno obveščati o zadevah glede e-varnosti prek spletne strani ali prek povezav v šolskem e-glasilu. Morda imate lahko tudi roditeljski sestanek. Poglejte si smernice o informacijah za starše na www.esafetylevel.eu/group/community/information-for-parents, kjer boste našli gradiva, ki jih lahko posredujete staršem, in ideje, ki jih lahko uporabite na roditeljskih sestankih.

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.esafetylevel.eu/group/community/suggestions-for-online-training-courses.
- 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.