eSafety Label - Action Plan

Action plan submitted by Fatmanur Tayyar for İbrahim Hakkı İlkokulu - 09.02.2023 @ 14:49:56

> **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 very good that all your school devices are virus protected. Make sure you also have included 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. If you need further information, check out the fact sheet on Protecting your devices against malware at www.esafetylabel.eu/group/community/protecting-your-devices-against-malware.

> 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 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.

> 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.esafetylabel.eu/group/community/using-mobile-device-in-schools).

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.

> 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.

Include these rules in your Acceptable User Agreement and avoid giving new users a standard "first access" password.

> 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.

Software licensing

> 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.

> It is good that you can produce an overview of installed software and their licences in a short time frame with the help of several people. Consider centralising this.

> 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

Policy

Acceptable Use Policy (AUP)

> Regularly review the Mobile Phone Policy to ensure that it is fit for purpose and that it is being applied consistently across the school. The fact sheets on Using mobile phones at school (www.esafetylabel.eu/group/community/using-mobile-device-in-schools) and School Policy (www.esafetylabel.eu/group/community/school-policy) will provide helpful information.

> 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

> 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 school-wide policy on handling issues when pupils knowingly or even inadvertently access illegal or offensive material online, since standards and practices can vary considerably from one teacher to the next. Guidance on this topic is provided on the teachtoday.de/en website (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) so that other schools can benefit from your experience.

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

Staff policy

› In your school user accounts are managed in a timely manner. This is important as it decreases the risk of misuse.

› 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) and ensure that the guidelines to staff are clearly communicated in the School Policy.

Pupil practice/behaviour

› 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.

› 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-).

> 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

> You may want to consider including sexting in your child protection policy to help to ensure a consistent whole-school approach to dealing with any incidents.

> Ensure that the eSafety curriculum keeps up with emerging issues by making full use of all available resources and ensure that it builds on prior learning, bearing in mind that pupils will need different messages depending on how they are using the technology.

> 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

> It is good that you provide eSafety support for your pupils outside curriculum time when asked. Consider offering all pupils support to deal with online safety issues. 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.

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?

> 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](#).

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.