eSafety Label - Action Plan

Action plan submitted by Özkan Yetkin for Erzurum Yakutiye Mesleki ve Teknik Anadolu Lisesi - 22.11.2020 @ 20:06:01

> 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.

Pupil and staff access to technology

> You need to provide different WiFi networks for different purposes within the school, e.g. a secure network for staff /core business, a guest network for visitors and casual use.
> Staff and pupil use of their own equipment on the school network needs to be addressed in an Acceptable Use Policy so that users are clear about which networks they should use and why. Your Acceptable Use Policy needs to include clear guidance about which activities are permitted while on the school network, and what is not allowed.

> 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

> 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.esafetylabel.eu/group/community/protecting-sensitive-data-in-schools).

> 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.

Software licensing

> It is good practise that the member of staff responsible is fully aware of installed software and their license status.

> 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

> In the interests of innovative pedagogical practice, it may seem necessary to allow staff and pupils to upload software to school-owned hardware, however this should only be done by the person in charge of the school ICT network in conformity with the School Policy. Staff and pupils should be aware of this through the Acceptable Use Policy they are required to sign. All new software uploaded to school equipment needs to be in conformity with licensing requirements.

> There is a mechanism set up in your school that allows any staff member to make a request for new hard/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.

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?

> It is good practise that whenever changes are put into place in your school, the school policies are revised if needed. Note though, that also changes outside the school can affect policies such as new legislations or changing technologies. Therefore please review your policies at least annually.

Reporting and Incident-Handling

> 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).

> Online issues that take place outside of school will inevitably have an impact inside school. Consider whether the school needs to make a statement about how such issues will be dealt with in 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.

> 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.

> 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 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.

Staff policy

> Ensure that all staff understand the school's regulations on use of personal mobile devices in the classroom; these should be clearly communicated in the School Policy. Monitor the effectiveness of the policy and ensure that it is adhered to. You can also advise your staff to read the fact sheet Using mobile phones at school (www.esafetylabel.eu/group/community/using-mobile-device-in-schools).

> 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.

Practice

Management of eSafety

> Ensure that the governor or board member appointed for eSafety has the opportunity to receive regular training and also to ensure that colleagues are aware of eSafety issues. Involve your governing body in the development and regular review of your School Policy. See our fact sheet on School Policy www.esafetylabel.eu/group/community/school-policy.

> 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.

eSafety in the curriculum

> It is good practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.

> 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.

> 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.

> It is very good that, in your school, pupils are taught from an early age on about responsibilities and consequences when using social media. Please share any resources through the uploading evidence tool, accessible also via the My school area.

> eSafety needs to be embedded across the whole curriculum regardless of whether this is a statutory obligation in your country. There are several very good schemes of work freely available which will support this; for further information see the fact sheet sheet Embedding eSafety in the curriculum at www.esafetylabel.eu/group/community/embedding-online-safety-in-curriculum.

Extra curricular activities Sources of support

> 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 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.