

Action plan submitted by VELİCAN AKBULUT for NEFİSE İBRAHİM ÇETİN ANAOKULU - 13.01.2023  
@ 15:04:23

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](http://www.esafetylabel.eu/group/community/protecting-your-devices-against-malware).
- › 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.

### Pupil and staff access to technology

- › 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.
- › 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.
- › 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](http://www.esafetylabel.eu/group/community/using-mobile-device-in-schools)).
- › All staff and pupils are allowed to use USB memory sticks in your school. This is good practice, and your Acceptable Use Policy should stipulate that all removable media is checked before use in the school systems.

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

- › 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.
- › 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.

## Software licensing

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

## 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)

- › It is good that you have an Acceptable Use Policy for all members of the school community. Regularly review the AUP to ensure that it is still fit for purpose; to ensure that your AUP is sufficiently comprehensive, take a look at the fact sheet and check list on Acceptable Use Policy at [www.esafetylabel.eu/group/community/acceptable-use-policy-aup](http://www.esafetylabel.eu/group/community/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

- › 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](http://www.inhope.org)).

## 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](#).

- › 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?

## 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.
- › 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

- › Having an official school page on some of the more widely used/popular social networking sites can be useful for parents, pupils and the broader public if you use it to publicise your actions and events. However, exercise care when setting this up to ensure that someone from the school has control over posts etc. Check the fact sheet on Schools on social networks ([www.esafetymodel.eu/group/community/schools-on-social-networks](http://www.esafetymodel.eu/group/community/schools-on-social-networks)) for further information.
- › While your school has an online presence, pupils cannot take part in shaping it. Explore if there could be a way to involve pupils, maybe as part of a digital council. 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

- › In addition to a clear designation of responsibility to ensure that all necessary network security and user privacy checks are in place, it is essential that schools also have audit and procedural checks at regular intervals. Without this, a school will be leaving itself vulnerable. See our fact sheet on School Policy at [www.esafetymodel.eu/group/community/school-policy](http://www.esafetymodel.eu/group/community/school-policy).

Although there should always be an overall lead person on eSafety just as you have in your school, everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to

minimise problems. Use our fact sheet Acceptable Use Policy

([www.esafetylabel.eu/group/community/acceptable-use-policy-aup-](http://www.esafetylabel.eu/group/community/acceptable-use-policy-aup-)) to ensure that everyone plays their part in ensuring they are all the best and safest digital citizens they can be.

- › 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](http://www.esafetylabel.eu/group/community/school-policy).

## eSafety in the curriculum

- › 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).
- › It is commendable that you are able to provide an eSafety curriculum that keeps up with emerging issues. Continue to make use of new resources as they are made available. Can you upload to your school profile an outline of how you design the curriculum and links to some of the resources you use – this would be most helpful for other schools.
- › 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](#).

## 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](http://www.esafetylabel.eu/group/community/pupils-use-of-online-technology-outside-school).
- › 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).
- › 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

- › 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.

## 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?

**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.**