**eSafety Label - Action Plan**

**Action plan submitted by Sevgi KENDÜZLER for ŞEHİT POLİS BÜLENT ASLAN İLKOKULU - 09.01.2023 @**

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**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

 You have differentiated levels of filtering in your school which is an excellent policy. A good policy still needs to be regularly updated - is the system being regularly updated? How often are sites requested to be blocked or unblocked? Periodically evaluate whether it is fit for purpose and involve all stakeholders in this process. In addition, bear in mind that 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.

 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

 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](https://www.esafetylabel.eu/group/community/use-of-removable-devices) to make sure you cover all security aspects.

 You should organise a meeting with other teachers so you can discuss how the school could use social media and digital devices as an aid to learning in the classroom. Look at the outcomes and report from the SMILE project (Social Media in Learning and Education, <http://www.eun.org/teaching/smile>) to learn more about using social media in the classroom.

## Data protection

 You have a good policy of encrypting pupil data and storing it safely. Ensure all new staff made aware of the procedures for encryption and data handling and that there is a named point of contact acting as the data controller for your school. Upload to your school profile some guidelines about protecting sensitive data through an encryption system so that other schools can benefit from your experience.

 It is good that your school records are stored in a safe environment, it is also necessary that they are archived and disposed with in line with the Data Protection Act. Ensure that a good records management system is put in place. Check the according fact sheet for more information.

 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

 Ensure that all staff are aware of the procedure for purchasing new software and that all licenses are appropriate for the number of pupils and staff that will be using them. The [End-user license agreement](http://en.wikipedia.org/wiki/End-user_license_agreement) section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.

## IT Management

 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.

 It is good practise that your are training and/or providing guidance in the use of new software that is installed on school computers. This ensures that school members will take advantage of new features, but also that they are aware of security and data protection issues where relevant.

# 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/acceptableuse-policy-aup-.](https://www.esafetylabel.eu/group/community/acceptable-use-policy-aup-)

 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](http://www.esafetylabel.eu/group/teacher/my-school-area) as inspiration for other schools.

 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

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

 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.

 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.

## Staff policy

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

## 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.

 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](http://www.esafetylabel.eu/group/teacher/my-school-area) of the eSafety portal so that other schools can learn from it.

## School presence online

 Regularly check the content of the school's online presence on social media sites to ensure that there are no inappropriate comments. Set up a process for keeping the site/page up to date, and check the fact sheet on Schools on social networks ([www.esafetylabel.eu/group/community/schools-on-social-networks](https://www.esafetylabel.eu/group/community/schools-on-social-networks)) for further information to make sure that good practice guidelines have been followed. Get feedback from stakeholders about how useful the profile is.

# 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](https://www.esafetylabel.eu/group/community/school-policy).

 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.esafetylabel.eu/group/community/school-policy](https://www.esafetylabel.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-](https://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.

## 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](http://www.esafetylabel.eu/group/teacher/my-school-area).

 It is good that sexting has been integrated into wider online safety education across the school. Are you able to assess the impact of this education? Does it help pupils to modify their behaviours? How do you know?

 It is good that you are making a specific reference to sexting within your child protection policy as this is a

growing issue that many young people are having to deal with. It is also important to ensure that you are providing appropriate education for pupils about this issue.

 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](https://www.esafetylabel.eu/group/community/embedding-online-safety-in-curriculum).

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

## Extra curricular activities Sources of support 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.esafetylabel.eu/group/community/suggestions-for-onlinetraining-courses.](https://www.esafetylabel.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](http://www.esafetylabel.eu/group/teacher/my-school-area). Are you also monitoring the effect that this training had on the number of incidents?

 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](http://www.esafetylabel.eu/group/teacher/resource-upload).

**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**](http://www.esafetylabel.eu/group/teacher/resource-upload) **on the** [**My school area**](http://www.esafetylabel.eu/group/teacher/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**](http://www.esafetylabel.eu/group/teacher/forum)**, and your** [**reporting of incidents**](http://www.esafetylabel.eu/group/teacher/incident-handling) **on the template provided are all also taken into account.**

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