

Action plan submitted by VAHİT AYGÜN for Özel Milas Özge Koleji - 11.02.2023 @ 11:59:24

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

- › Although asking users to define their own filtering is a good way to encourage responsible use, most school-aged pupils are not mature enough to make an informed decision about the level of filtering they should be using. The school, or at the very least the teacher, needs to decide on what level of filtering is used. This can be done after discussion with the class to make them aware of the reasons for any filter that is installed. Pupils' parents would typically prefer that filtering is set by the school or teacher as young people are often not aware of what they could come across by accident, whether potentially harmful or illegal. However, 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.
- › 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

- › 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.esafetylevel.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.
- › There are clear advantages for staff and pupils to bring their personal devices to school and to access internet on them. Besides supplementing the technical equipment available at school, this provides an important link between learning at home and at school and an opportunity to guide young people in responsible use.

However, 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. The Acceptable Use Policy needs to include clear guidance about which activities are permitted while on the school network, and what is not allowed.

Data protection Software licensing

- › It is good practise that the member of staff responsible is fully aware of installed software and their license status.
- › 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.
- › 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](#) section in Wikipedia will provide useful information for understanding terms and conditions and comparing software agreements.
- › 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

- › There is a mechanism set up in your school that allows any staff member to make a request for new hardware/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)

- › It is good practise that in your school teachers and pupils sign the relevant school policies and that it is discussed with pupils beforehand. Consider having regular meetings to discuss them and where non-conformity is dealt with.

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).
- › It's good that you have a clear School Policy on handling out-of-school eSafety incidents; is the number of these declining? Start a discussion thread in the community on what other preventative measures or awareness raising activities could be used in order to reduce the number of issues further. Don't forget to anonymously document incidents on the Incident handling form (www.esafetylevel.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.
- › Please share the materials in which you tackle these issues especially with pupils and parents in the of the eSafety Label portal.

Staff policy

- › 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.
- › 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?
- › 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 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) for further information to make sure that good practice guidelines have been followed. Get feedback from stakeholders about how useful the profile is.
- › It is good that pupils can give feedback on the school's online presence. Think about creating a space that is entirely managed by pupils. 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

- › 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.

eSafety in the curriculum

- › 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 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 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.

Extra curricular activities

- › 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.
- › 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

- › 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

- › 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](#).
- › 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](#).
- › 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.

