

Action plan submitted by Meral Topal for İmdat Vakfı Dumlupınar Secondary School - 28.01.2021 @ 17:54:45

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

- › 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.
- › Ensure that the policy on mobile phones is being applied consistently throughout the school. Take a look at 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)).

### 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](http://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](http://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.

## 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](#) 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 is good practise that the member of staff responsible is fully aware of installed software and their license status.
- › You need to make sure that all the software in your school is legally licensed and that copies of the licences are held centrally. You also need to check with whoever supports your IT systems that the software will not compromise system security. Your school should develop a clear policy for software acquisition and it is good practice to centralise this process wherever possible.

## IT Management

# 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 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.
- › 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).

### Reporting and Incident-Handling

- › 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](https://teachtoday.de/en) website ([tinyurl.com/9j86v84](https://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](https://www.esafetylabel.eu/group/teacher/incident-handling)) so that other schools can benefit from your experience.
- › 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.esafetylabel.eu/group/teacher/incident-handling](https://www.esafetylabel.eu/group/teacher/incident-handling)), as this enables schools to share and learn from each other's strategies.
- › 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](https://www.inhope.org)).

## 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

- › 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

- › 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

- › 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](https://www.esafetylabel.eu/group/teacher/incident-handling).

## eSafety in the curriculum

- › 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](#).
- › 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](#).
- › Sexting is an issue which affects many young people. Sharing possible consequences and risks with them is important, as is the opportunity for some discussion around the issue. Sexting should be part of a broad and balanced eSafety curriculum.
- › It is good practise that in your school Cyberbullying is discussed in the curriculum with pupils from a young age.

## 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](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

- › 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.esafetylevel.eu/group/community/information-for-parents](http://www.esafetylevel.eu/group/community/information-for-parents) to find resources that could be circulated to parents and ideas for parent evenings.

## 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.esafetylevel.eu/group/community/suggestions-for-online-training-courses](http://www.esafetylevel.eu/group/community/suggestions-for-online-training-courses).
- › 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](#).

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.