eSafety Label - Action Plan

Action plan submitted by Canan ÇELİK for Yalova Nene Hatun Mesleki ve Teknik Anadolu Lisesi - 25.02.2024 @ 18:40:53

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.

Pupil and staff access to technology

- 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.

- 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 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.

- 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.

- It is good that your school provides materials on the importance of protecting devices, especially portable ones. Ensure that staff are aware of these and use them. This material should be pointed out to new staff as part of their induction. Please consider uploading those as evidence at evidence and sharing with others in the forum. Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.

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.

- 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.

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.

- It is good that staff members with questions about software issues can contact a school helpdesk. Consider whether you need to provide training and/or guidance to new software that is installed on school computers. This is important to ensure that school members will take advantage of new features, but also that they are aware of relevant security and data protection issues.

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-.

- When other school policies are reviewed, consider whether it would be appropriate to make references to eSafety, bearing in mind the wide range of issues that eSafety covers.

Reporting and Incident-Handling

- Have teachers received training on dealing with potentially illegal material? Is the procedure clearly indicated in the School Policy and the Acceptable Use Policy which all teachers and pupils have signed? All staff and pupils should be aware that they should report any suspected illegal content to the national INHOPE hotline (www.inhope.org).

- Your teachers know how to recognise and handle (cyber)bullying. Think about ways to raise awareness also among pupils and parents. Check out the eSafety fact sheet for more information.

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.

- In your school user accounts are adjusted within a weeks delay if the role of staff or pupil changes. Investigate if this process could be optimised. The quicker that unused accounts are deactivated/adjusted, the less 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

- 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.

- 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.

- Check the fact sheet on Taking and publishing photos and videos at school (www.esafetylabel.eu/group/community/taking-and-publishing-photos-and-videos-at-school) to see that your School Policy covers all areas, then upload this section of your School Policy to your profile page via your My school area so that other schools can learn from your good practice.

Practice

Management of eSafety

- Consider appointing a governor or board member who provides a liaison for eSafety issues. Consider also reporting on the number and type of eSafety incidents to the governing body on an annual basis when you also review your School Policy. See our fact sheet on School Policy www.esafetylabel.eu/group/community/school-policy.

- 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.

- It is good that the job description outlines that the member of staff responsible for ICT needs to keep up to date with new technologies. In addition, it would be good to regularly send the ICT responsible to trainings/conferences so (s)he can keep up with 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

- Although these are sensitive issues, it is good to be proactive about raising awareness of them. Consider integrating some education around these issues into the overall eSafety curriculum.

- It is excellent that consequences of online actions are discussed with pupils in all grades. Terms and conditions need to be read to fully understand contractual conditions. This can also concern aspects of data privacy. Another important topic is breach of copyright. Please share the materials used through the uploading evidence tool, accessible also via the My school area.

Extra curricular activities

- Try to develop further the engagement of pupils in peer mentoring and provide them with more opportunities to share their thoughts and understanding with their peers. Also check out the resource section of the eSafety Label portal to get further ideas and resources.

- 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.

- Use Safer Internet Day as a mechanism to get the whole school community involved with online safety. The information and resources available at www.saferinternetday.org offer an ideal opportunity to promote peer advocacy activities.

Sources of support

- There is a school counselor in your school though not trained on eSafety issues. Investigate if there is a training course that this teacher could follow in order to be better equipped to help pupils dealing with issues related to new media.

Staff training

- All staff need to be regularly updated about emerging trends in eSafety issues. Consider a needs-analysis to determine what different staff need from their training and consult the eSafety Label portal to see suggestions for training courses at www.esafetylabel.eu/group/community/suggestions-for-online-training-courses.

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.