KÖYCEĞİZ FEN LİSESİ

E-SAFETY POLICY

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e-Safety POLICY and OBJECTIVES

With the rapid development of technology, It has emerged the obligation for every school to have a School Safety Policy. Stakeholders can access the internet from our school in various ways. In our daily life, we all have come to live with digital technologies. In order for our students to know how to use digital technologies best, it is now necessary to know and understand how to use them. To ensure this is done in the safest and safest way possible, we are a school with a clear and concise Safe Internet School Policy that draws the attention of our students when they are at home, at school or outside, or with friends or alone.

A. OUR E-SECURITY (E-SAFETY) POLICY:

1. In our school, there are interactive boards and Fatih internet access network in every area of lectures. The eba training portal is frequently used in lectures. Fatih internet access network is used with network security filter.

2. Our school has a website. The data published here are shared in a controlled manner.

3. Interactive boards are used for security installation and control of teachers.

4. In our school, cell phones are kept off during the lessons.

5. The counseling service regularly organizes seminars on topics such as ICT addiction, correct and safe use of ICT, and Cyber Bullying. These seminars are given by ICT experts and / or law enforcement officials.

6. There are fixed boards in our school regarding the correct and safe use of ICT.

7. Due to the intensive use of interactive boards, fatih access network and eba education portal in our school, decisions are made by the teachers in every class regarding the correct and safe use of ICT, the transfer of the quotations to the lessons and assignments (resource use) and the students are informed accordingly.

❖ The teachers of our school have received remote and face-to-face trainings on Cyber Bullying, the correct and safe use of ICT given by the Ministry of National Education.

❖ Studies on "Safer Internet Day" are carried out in our school.

❖ On the website of our school, there are links on the e-security-safeweb.org.tr website and videos and posters for the students and parents quoted here. Our school stakeholders can get information about the subject whenever they want.

❖ Safeweb.org.tr at our school in the celebrations of safe internet day and seminars on the subject. The information quoted from the website is provided.

❖ Our counseling service conveys internet ethics and safe internet usage to our students.

❖ 21st century communication skills are important in our school. Related to this, studies are carried out to improve our students' ICT usage skills.

❖ In our school, studies are carried out to raise awareness of our stakeholders about being a digital citizen.

B. PURPOSE OF THE E-SECURITY POLICY;

- Protecting and keeping all members of our school online.
- To raise awareness for Toki Şehit Ömer Faruk Adaş Primary School administrators, teachers, students and employees about the potential risks and benefits of technology.
- To ensure that all personnel work safely and responsibly, to model positive behaviour online, and to be aware of the need to manage their own standards and practices while using technology.
- Define procedures that are explicitly used in responding to online safety concerns known to all members of the school.
- This policy applies to all staff, including the governing body, teachers, support staff, external contractors, visitors, volunteers, and others who

serve or fulfil the school's behalf (collectively referred to as "staff" in this policy) as well as to include children and parents,

As a result, our goal is to have this security policy applicable to the use of information communication devices, including internet access and personal devices; apply to children, staff or other persons, all devices on which they work

THE LOCK RESPONSIBILITIES ARE:

- Contributing to the development of online security policies.

- Reading and adhering to the Acceptable Use Policies.

- Being responsible for the security of school systems and data.

- To be aware of online safety and know how they may relate to children in their care.

- Modeling good practice when using new and emerging technologies. O Associating curriculum with online safety education as much as possible.

- Following school protection policies and procedures to identify individuals who are concerned and ensure that appropriate action is taken.

- Emphasize positive learning opportunities. Taking personal responsibility for professional development in this area.

THE MAIN RESPONSIBILITIES OF STUDENTS ARE:

- Contributing to the development of online security policies.

- Reading and adhering to the School's Acceptable Use Policies.

- Respect the feelings and rights of others online and offline.

- Seek assistance from a trusted adult, if needed, and support others facing online security issues.

INDIVIDUAL; AT LEVELS SUITABLE FOR AGE, TALENTS AND WEAKNESSES:

- Taking responsibility for protecting themselves and others online.

- Being self-responsible for the opportunities and risks of new and emerging technologies.

- Evaluating the risks of using technology and acting responsibly for these risks.

THE MAIN RESPONSIBILITIES OF PARENTS ARE:

- Read the School Acceptable Use Policies, encourage their children to adhere to this policy, and ensure that they adhere to it as appropriate.

- Discussing online safety issues with their children, supporting the school's approaches to online safety and reinforcing appropriate safe online behaviors at home.

- Model the safe and appropriate use of technology and social media.

- Identifying changes in behavior that indicate that the child is at risk of harm online.

- Seek help or support from school or other appropriate institutions if they or their children encounter problems or issues online.

- Contributing to the establishment of the school's online security policies.

- Using school systems, such as learning platforms and other network resources, in a safe and appropriate way.

- Being responsible for their own awareness and learning of the opportunities and risks posed by new and emerging technologies.

SAFER USE OF ONLINE COMMUNICATION AND TECHNOLOGY
Managing the school / website

- Contact information on the website will be school address, e-mail and telephone number. Personal information of staff or students will not be published.

- The School Principal will take overall publication responsibility for published online content and ensure that the information is correct and appropriate.

- The website will comply with the school's publication guidelines, including accessibility, respect for intellectual property rights, privacy policies, and Copyright.

- E-mail addresses will be carefully posted online to avoid spam mails.

- Student work will be published with the permission of the students or their parents.

- The administrator account of the school website will be blocked from unauthorized access.

- The school will post information about protection on the school website for members of the community, including online safety.

Posting images and videos online

- The school will ensure that all pictures and videos posted online are used in accordance with the school image use policy.

- The school will ensure that all images and videos are covered in accordance with data security, Acceptable Use Policies, Code of Conduct, social media, and other policies and procedures such as the use of personal devices and mobile phones.

- In accordance with the image policy, written consent of the parents will always be obtained before the pictures / videos of the students are published electronically.

Video Conference Rules

- Students will ask for permission from a teacher before preparing or responding to a video conference call or message.

- Videoconferencing will be supervised appropriately for students' age and ability.

- Parents' consent will be obtained before children participate in videoconferencing activities.

- Video conferencing will take place through formal and approved communication channels, following a robust risk assessment.

- Only main administrators will be granted access to video conference management areas or remote-control pages.

- Private login and password information for educational video conferencing services will be given only to staff and will be kept confidential.

Use of Personal Devices and Cell Phones

- The widespread adoption of cell phones and other personal devices among children, teens and adults requires all members to take steps to ensure responsible use of cell phones and personal devices.

- The use of mobile phones and other personal devices by children and adults will be decided by the school and covered in appropriate policies, including the school Acceptable Use or Cell Phone Policy.

- Aware of the fact that personal communication with mobile technologies is an accepted part of daily life for children, staff and parents; however, it requires such technologies to be used safely and appropriately in school.

Students' use of personal devices and mobile phones

- Students will be trained in the safe and appropriate use of personal devices and mobile phones.

- It is strictly forbidden to use information tools in a way that adversely

affects education and training by making speeches, receiving audio and video, sending messages and e-mails, sharing them with friends without the knowledge and permission of the school administration and the teacher, and also to have a phone during school hours.

- Students are required to turn off their phones before the lesson starts. When the use of the mobile phone is violated, the student turns off the phone and gives it to the lesson teacher in order to protect the private data on the phone. The course teacher delivers the student phone to the relevant deputy director. The mobile phone is kept in a safe place until it is handed over to the parent. The phone is not delivered to anyone except the parent.

- All use of children's mobile phones and personal devices will be carried out in accordance with the acceptable usage policy.

- Cell phones or personal devices cannot be used by students in lessons or during official school hours unless they are part of an approved and directed curriculum-based activity with the consent of a teacher.

- Children's use of mobile phones or personal devices in an educational event will only take place when approved by the school administration.

- When a student needs to call their parents, they will be allowed to use the school phone.

- It is recommended that parents do not communicate with their children by mobile phones during school hours and contact the school administration. In exceptional cases, exceptions may be allowed as approved by the teacher.

- Students should only give their phone numbers to trusted friends and family members.

- Students will be taught the safe and appropriate use of mobile phones and personal devices, and the limits and consequences will be recognized.

- If it is suspected that material on the student's personal device or mobile phone may be illegal or provide evidence of a criminal offense, the device

is handed over to the police for further investigation.

Visitors use personal devices and mobile phones

- Parents and visitors must use mobile phones and personal devices in accordance with the school's acceptable use policy.

- The use of mobile phones or personal devices by visitors and parents to take photos or videos must be done in accordance with the school's picture use policy.

- The school will provide and present appropriate signage and information to inform visitors of their usage expectations.

- Staff are expected to confront problems when appropriate and safe, and will always report any violations of visitors to the administration.

Participation and education of children and young people

- An online safety (eSafety) curriculum is created to raise awareness among students about the importance of safe and responsible internet use and takes place throughout the school.

- Training on safe and responsible use will be given before internet access.

- Student contributions will be sought in writing and developing school online safety policies and practices, including curriculum development and implementation.

- Students will be encouraged to read and understand the Acceptable Use Policy, appropriate for their age and abilities.

- All users will be informed that network and internet usage will be monitored. o Acceptable Use prospects and Posters will be posted in all rooms with Internet access.

- Safe and responsible use of the internet and technology will be strengthened in the curriculum and in all subjects.

- Outside support will be used to complement and support schools' internal approaches to online safety (eSafety) education.

- The school will reward students for their positive use of technology.

- The school will implement peer education to improve online safety in accordance with students' needs.

Participation and training of staff

- Online safety (eSafety) policy will be formally provided and discussed for the participation of all employees and strengthened and emphasized as part of our responsibility to protect.

- Staff will be aware that Internet traffic can be monitored and tracked to a single user. Discretion and professional behavior are required when using school systems and devices.

- All members of staff, professionally and personally, will be provided with up-to-date and appropriate staff training on safe and responsible Internet use in a variety of ways on a regular (at least annual) basis.

- All members of staff will realize that their online behavior can affect their role and reputation at school. Public, disciplinary or legal measures may be taken if something is thought to be found that puts the profession or institution in a state of corruption or has lost confidence in their professional abilities.

- Members of staff with responsibility for managing filtering systems or monitoring ICT usage will be overseen by the Leadership Team and have clear procedures for reporting issues or concerns.

- The school highlights useful online tools that staff should use according to the age and abilities of the students.

Parental involvement and education

- Bakirkoy Vacational and Technical High School acknowledges that parents have an important role to play in helping children become reliable and responsible users of the internet and digital technology.

- Parents' attention will be directed to school online safety (eSafety) policy and expectations on the school descriptions and school website.

- As part of our school, parents will be asked to read online safety information.

- Parents will be encouraged to read the School Acceptable Use Policy and discuss its effects with their children.

- Information and guidance for parents on online safety will be made available to parents in a variety of formats.

- Parents will be encouraged to role model positive behaviors for their children online.

Responding to Online Incidents and Protection issues

- All members of the school, objectionable messaging, online / cyberbullying etc. You will be informed of the variety of online risks that can be encountered, including. This will be highlighted in staff training and educational approaches to students.

- All members of the school, filtering, objectionable messaging, cyberbullying, illegal content violation, etc. will be informed about the procedure for reporting online security (eSecurity) concerns such as.

- The Digital Subscriber Line (DSL) will be notified of any online safety (e-Safety) incident involving child protection concerns, which will be recorded later.

- Complaints about misuse of the internet will be handled within the school's complaints procedures.

- Complaints about online / cyberbullying will be dealt with under the school's anti-bullying policy and procedure o Any complaints about staff misuse will be directed to the school principal

- The school complaint procedure will be communicated to students, parents and staff.

- Complaint and notification procedure will be reported to the staff.

- All members of the school should be aware of the importance of confidentiality and the need to follow formal school procedures to raise concerns.

- All members of the school will be reminded of safe and appropriate behavior online and notified that posting any content, comments, pictures or videos that constitute harm, distress or a crime to any other member of the school community is prohibited.

- The school manages online safety (e-Security) incidents in accordance with the school discipline / behavior policy, when appropriate.

- The school notifies parents of any concerns as needed.

- Once any investigation is complete, the school will receive information, identify lessons learned, and implement changes as necessary.

Parents and children need to work together with the school to solve problems.