

KOCAELİ/ GEBZE EŞREFBEY PRIMARY SCHOOL

E-SAFETY SCHOOL POLICY AND RULES

GOAL:

Kocaeli / Gebze Eşrefbey Primary School uses the internet, smart boards, computers, laptops and mobile and it aims to protect students, parents and teachers.

Since the internet and technology are an important part of life, everyone should be aware of learning the methods of managing risks and developing strategies. Our policy is prepared for administrators, teachers, parents, all staff and students, and applies to the use of internet access and information communication devices.

RESPONSIBILITIES:

- 1-Contributing to the development of e-safety policies.
- 2-Taking responsibilities for professional development in the concrete learning phase.
- 3-Taking responsibilities for to protect the school and using technology safely and accountable.
- 4-Using technology safely and accountable.
- 5-In case of damage,be aware of the danger and conveying it to the relevant units.

SCHOOL WEBSITE:

As Kocaeli / Gebze Eşrefbey Primary School, our school's address, telephone, fax and e-mail address information is available.

All content published on our site is displayed the site by the IT department after being approved by our school principal.

Our school website is under the responsibility of our IT department and strong security prevention have been taken.

Student works are published with the permission of their parents.(Open Consent Information)

SHARING IMAGES AND VIDEOS:

In our school, the rules of the Ministry of National Education General Directorate of Legal Services dated 07.03.2017 and numbered 2975829 and numbered 2017-12 on "Use of Social Media in Schools" are applied. Published by the Ministry of Education and the Constitution of Turkey, the United Nations Convention on the 20.11.1989 dated Rights of the Child, adopted by the General Assembly, No. 1739 National

Education Basic Law No. 5237 and with this circular to the Turkish Penal Code emphasis;

1- The posts on social media (facebook, twitter, youtube, instagram, etc.),especially student pictures and student videos, have been clarified.

2- If the audio, video and video recordings of the students are unlawfully shared on the internet and social media, the necessary legal action will be taken.

3- If it is against the law to share student pictures on the internet, videos of students taken in the classroom the necessary investigation will be made.

* All shared photos and videos are shared with the permission and approval of the school administration with the school policy.

* Parents' permissions are taken for all student-related posts (Open Consent).

* In addition to the permission of the parents, the photograph of the student is not taken and used without the permission of the student.

USERS:

1-Students should get permission from their teachers before they prepare videos.

2- Parents' permissions must be obtained before the event for all student-based shared activities. Video conferencing will be done through official and approved sites.

3- Users can place students and employees in their personal social media accounts.

They can't share the images they receive without the approval of the school authorities.

CONTENT:

Video conferencing will be held over the sites where all users can participate.

Communication with other schools must be established prior to video conferencing.

All content that involves school students and staff can be shared after they pass through the control and approval processes.

SAFE USE OF THE INTERNET AND IT DEVICES:

Internet becomes one of the most important tools in accessing information, we are able to convey it to our students and teachers in the safest way by integrating it with

the curriculum at the school. We have integrated our internet access according to the age and abilities of our students. We have secured all our information devices

belonging to our school by making the necessary filters in accordance with our policy of use. All of our employees, parents and students have been informed about the use of effective and efficient online materials. Many of our teachers have received training on "Safe Internet Use" via etwinnig eba online. Warning and informative signs about safe internet and technology use are posted at the entrance of the school.

Questionnaires and seminars on digital parenting were conducted. Our school website is up to date on this subject. E-safety and cyberbullying issues are included in the annual plans of certain courses, and the transfer of information to students on these issues continues throughout the year. Online materials are an important part of

teaching and learning and are actively used in the curriculum. Safe Internet Days are included in our schedule of certain days and weeks by the decision of the teachers' board and are celebrated at our school.

Our school fully implements security procedures in accordance with 5651 law, HARDWARE FIREWALL, which is SOPHOS applications, and ANTIVIRUS application with an institutional structure. In addition, HOTSPOT security measure for wi-fi is also included in the system. It is a system that requires an additional username and password after the password entry, as well as the mac users addresses needs to be registered in the system.

E-SAFETY SCHOOL POLICY AND RULES:

USES OF MOBILE PHONES AND PERSONAL DEVICES

1- It is forbidden for our students to use personal mobile phones during school hours.

2- Students who do not return their mobile phones to the administration and take videos or photographs with their mobile phones in the school are subject to the Law and the Award and Discipline provisions of the Secondary Education Institutions

Regulation.

3-The responsibility of all kinds of personal devices belongs to the person. Our school does not accept any problems and legal responsibilities arising from the use of such devices.

4-Our school takes all necessary preventions to protect personal mobile phones and information devices from loss, theft and damage, but the responsibility belongs to the person.

5- Our school students can use the phones under the supervision of a school administrator when they need to call their parents.

6-Our students must obtain permission from the school administration to use their personal devices for educational purposes (use of web 2 tools, etc.).

7- Our parents are informed that they should not meet with their students during school hours. If there are mandatory situations, they should be allowed to meet with their students with the permission of the school administration.

8- Employees (teachers, administrators, staff, etc.) should continue their duties by muting or turning off their personal mobile phones during class hours.

9-If employees (teachers, administrators, staff, etc.) act against the school policy disciplinary action is applied.

10-Employees (teachers, administrators, staff, etc.) and students are legally responsible for any content and messaging that will come from or send by students or employees of the institution via social media or chat programs. Any content and messaging that may be inappropriate are immediately shared with the school administration. Necessary precautions are taken to prevent such situations.

E-SAFETY TRAINING:

*Trainings are provided for students associate with the e-safety curriculum.

* Teachers cover topics such as cyberbullying, protection of personal information, social media security, digital footprint and provide training to students throughout the year by integrating the curriculum with e-safety.

* All users internet usage is monitored by the data processing unit. This information has been delivered to all users. Users are informed regularly.

* In order to improve online safety with the needs of our students, peer to peer education is implemented from classroom teachers and school counseling teachers. Students who use technology right will be rewarded.

* Online security policy will be officially announced to all our employees. Safe internet day is celebrated in our school. For this day, we prepare bulletin boards and social media posts in school corridors and classrooms.

* All members of the school were taken "Fatih Project Conscious and Safe Use of Information Technologies and the Internet" seminar to learn risks and responsibilities.

eTwinning project team teachers have attended the online Safe Internet course on the EBA online trainings <http://etwinningonline.eba.gov.tr/> portal.

* Safe Internet Day activities are held in February every year in our school to raise awareness among our teachers and students.

Training and Participation of the Staff:

ESafety policy will be formally provided and discussed for the participation of all employees, and strengthened, emphasized as part of our protection responsibility.

Staff will be aware of that internet usage can be monitored and tracked by a single user. Discretion and professional behavior are required when using school systems and devices. Safe and responsible Internet use trainings will be provided to all members on a regular (at least annual) basis. All staffs needs to be realized that their

online behavior can affect their role and reputation at school. Disciplinary or legal action may be taken if something is found that puts the profession or institution in a state of corruption or has lost confidence in their

professional abilities. Members of staff who are responsible for managing filtering systems or monitoring BGT will be inspected by the Leadership Team and have clear procedures for reporting issues or concerns. Online tools should use based on students' ages and abilities.

Parental Involvement and Training:

Eşrefbey Primary School acknowledges that parents have an important role that children can become reliable and responsible users of the internet and digital technology.

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

As part of our schools, 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.

E-safety brochures were distributed for parents. Training was provided using the EBA cyber portal, and will continue throughout the year.

ONLINE EVENTS AND PROTECTION:

All members of our school will be informed about online risks. Trainings will be done and the contents will be explained. In our school, Staffs are informed about activities such as illegal content, security breach, cyber bullying, sexual messaging, child abuse, and personal information security. Safe Internet Day has been included in our

list of certain days and weeks with the decision of the Teachers Board. All complaints about the misuse of internet, information technologies and equipment in our school will be reported to the school principal.

All members of our school are informed to official school rules in order to avoid privacy and security concerns. The school is responsible for taking necessary actions in case of problems. Employees (teachers, administrators, staff, etc.), parents and students should act together with the school in solving the problems. As mentioned in

the article on "Dissemination of eTwinning Activity" by the General Directorate of Innovation and Educational Technologies of the Ministry of National Education, etwinning activities are part of our school policy.

Curriculum integrated eTwinning projects are implemented in our school throughout the year. Projects related to eTwinning are posted on the school website and on the school boards. School administrators help teachers and students with their e-twinning activities.