e-SECURITY/eSAFETY SCHOOL POLICY AND RULES

GOALS:

- Private Nasibe Eryetiş Vocational and Technical Anatolian High School, aims to protect, students, parents and teachers while accessing internet and using smart boards, computers, laptops and mobile phones by eSecurity studies.
- Since the Internet and technology are an important part of life, everyone should be made aware of learning the methods of managing risks and developing strategies.
- Our policy is prepared for managers, teachers, parents, all staff and students and applies to internet access and the use of information and communication devices.

RESPONSIBILITIES:

- Contribution to the development of e-Security/eSafety policies.
- Taking responsibility for professional development during the positive learning phase.
- Taking responsibility of e-security for protecting the school and the people within.
- Using technology safely and responsibly.
- Observe the hazard and report it to the relevant units (responsible teacher or directors) in case of damage.

SCHOOL WEBSITE:

- We have the mail address, phone number, fax and e-mail address of our school on our school's website.
- All contents published on our school's website are first approved by the principal of our school and than uploaded to the website by the ICT unit personnel of our school.
- The website of our school is under the responsibility of our ICT department and strong security measures have been taken.
- All the activities that our students have involved are published with the permission of their parents, we have had them sign a consent form.

SHARING OF IMAGES AND VIDEOS:

- All the photos and videos that have been shared are shared with the permission and approval of the school administration in accordance with school policy.
- We take parents' permission in all student-related sharings and we made them sign a consent forum.
- Besides the permission of the parents, we do not take or use photos of a student without permission of that student.

USERS:

- The students should take permission from their teachers before they start to shoot a video or take photos for school projects etc.
- In all shared student-based activities, parents must be granted permission before the event.
- Video conferencing will be done through official and approved sites.
- Users cannot share images of school's students and employees in their personal social media accounts without being approved by the school authorities.

CONTENT:

- Video conferencing will be done through the websites where all users can participate.
- The collaborated schools should be informed before doing a video conference with them.
- All content related to school's students and employees will only be open for sharing after passing the check and approval of school principal, deputy director and ICT coordinator.

SAFE USE OF THE INTERNET AND INFORMATION DEVICES:

- Internet; has become one of the most important tools for reaching information, we can deliver this information to our students and teachers in the safest way by linking it with the curriculum of the school.
- We have integrated our internet access according to the age and abilities of our students.
- We have made all of our ICT devices safe in accordance with our usage policy by making necessary filtering.
- All our employees, parents and students are informed about the use of effective and efficient online materials.
- The issues of e-security and cyber bullying are included in the annual plans of our specific courses and we give information about these subjects to our students through out the educational year.
- Online materials are an important part of teaching and learning and are actively used in the curriculum.
- Safer Internet day is celebrated in our school.
- Our school fully implements the security procedures in accordance with the legislation number 5651, HARDWARE FIREWALL and ANTIVIRUS are SOPHOS based programs. In addition, HOTSPOT security measures for wi-fi are also included in the system. It also requires an additional user name and password after the password entry for the internet access and our system also requires the user's mac address to be registered in the system.

THE USE OF MOBILE PHONES AND PERSONAL DEVICES:

- Students are not allowed to use their personal mobile phones during school hours. In the morning they give their mobile phone to our schools deputy director and at the afternoon before they leave our school our students get their mobile phones back.
- Students who do not give their mobile phones to the management and who takes videos or photographs in the school by mobile phones will be punished according to the Reward and Discipline clauses of the secondary education institutions regulation.
- The responsibility of all personal devices are belong to the owner of these devices.
- Our school does not accept the negative health and legal responsibilities arising from the use of such devices.
- Our school takes all necessary measures to protect the personal mobile phones and information devices from loss, theft and damage, but the responsibility belongs to the owner.
- Our school's students can use the school's phones under the supervision of a school administrator(deputy principal) when they need to call their parents.
- Our students should obtain permission from the school administration to use their personal devices for educational purposes (use of web 2 tools, etc.).
- Parents are notified that they should not call or visit their students during school hours. If there are compulsory cases, they should get permission from the school administration(school principal or deputy principal).
- Our students are made aware that they should not share their personal information such as mobile phone numbers with untrusty people. They can only share their numbers with trust worthy people.
- Employees (teachers, administrators, staff, etc.) should continue their duties by silencing or shutting down their personal mobile phones during the course hours.
- Disciplinary proceddures are initiated if employees (teachers, administrators, staff, etc.) behave contrary to school policy.
- Employees of the institution (teacher, administrator, staff etc.) and students have the legal responsibility of all kinds of content, social media sharings and messaging that they will send or receive to other employees or students. Any inappropriate content or messaging should be shared with the school principal and deputy principal as soon as possible precautions shold be given before any incident occurs.

E-SAFETY TRAINING:

- The e-Safety curriculum for the students is added to the annual plans of the related courses and students are informed about these issues.
- The internet usage of all users is monitored by the ICT coordinator. This information has been given to all users.
- In order to improve online security, guidance and counselling teachers and deputy principal makes our students to give peer education to each other.
- Students who use technology responsably and positively will be rewarded.
- The online security policy will be officially announced to all our employees.
- Safer Internet day is celebrated in our school. We have a school board on our school corridors and smaller boards on our classrooms, our students have shared information on classroom boards and e-Twinning board. Our ICT coordinator made social media sharing.

ONLINE EVENTS AND PROTECTION:

- All members of our school will be informed about online risks. Trainings will be made and the contents will be explained.
- Our ICT coordinator and guidance and counselling teachers give information about illegal content, security breach, cyber bullying, sexual content messaging, child abuse, and personal information security throuh out the year by seminars and social media sharings.
- Safer Internet day is celebrated in our school on february.
- All complaints about the misuse of internet, information technologies and equipment will be reported to the school principal.
- All members of our school are informed to act in accordance with the formal school rules to eliminate privacy and security concerns.
- If any problem occurs the school is responsible for making the necessary actions.
- Employees (teachers, administrators, staff, etc.), parents and students should work together with the school to solve problems.