# OSMANGAZİ HÜRRİYET MESLEKİ VE TEKNİK ANADOLU LİSESİ E-GÜVENLİK

Hürriyet Mesleki ve Teknik Anadolu Lisesi eGüvenlik ve Etwinning School Ekibimiz

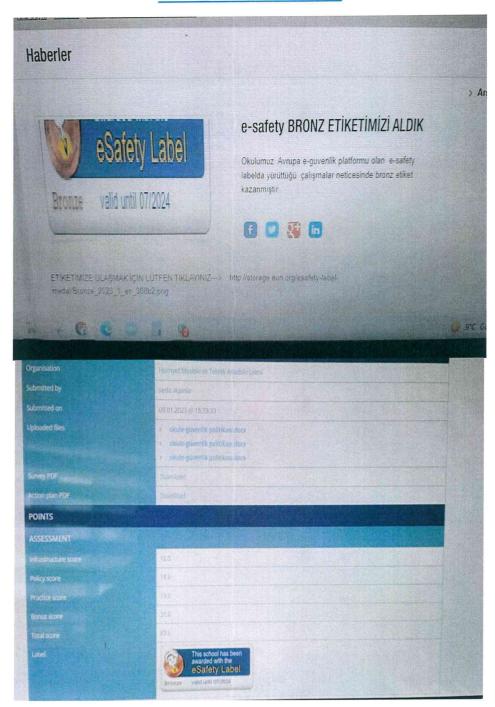


ÖĞRETMENLERİN Egüvenlik SERTİFİKALARI



# e-SAFETY BRONZE ETİKETİMİZİ ALDIK

https://bursahurriyeteml.meb.k12.tr/icerikler/e-safety-bronz-etiketimizialdik 13677844.html





eSafety Label - Action Plan

Action plan submitted by seda akpinar for Hürriyet Mesleki ve Teknik Anadolu Lisesi - 09.01.2023

By submitting your completed Assessment Form to the eSafety Label portal you have taken an important 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 yourschool. The Action Plan offers useful advice and comments, broken down into 3 key areas: infrastructure, policy and practice.

## Infrastructure

#### Technical security

- 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 <a href="www.europa.eu/youth/EU\_en">www.europa.eu/youth/EU\_en</a> for examples of discussions that can take place in the classroom on this topic, through role-play and group games.
- > It is good practice that your ICT services are regularly reviewed, updated and removed if no longer in use.

#### Pupil and staff access to technology

- > It is good that in your school computer labs can easily be booked. Consider the option of integrating other digital devices into the lessons as using them provides best practise for pupils in dealing with new media. Ensure that safety issues are also discussed.
- Consider whether banning mobile devices is a rule that is fit for purpose and if your school might want to allow digital devices for some class activities. You could develop as part of your Acceptable Use Policy a section on how digital technologies can and cannot be used in the classroom; see the fact sheet on Using Mobile Phones at School (www.esafetylabel.eu/group/community/using-mobile-device-in-schools).

#### 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
- It is good that your school provides training materials on the importance of protecting devices, especially portable ones. Please consider sharing those with others through the in . Also ensure that your materials are regularly reviewed to ensure they are in line with the state of the latest technology.
- > There is a retention plan in place for your school detailing how specific school records are stored, archived and



disposed. This is very good. Ensure that the plan is followed and review it regularly to ensure it relates to the Data Protection Act and other relevant legislation. Check the according fact sheet for more information.

#### Software licensing

> 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)

- Regularly review the Mobile Phone Policy to ensure that it is fit for purpose and that it is being applied consistently across the school. The fact sheets on Using mobile phones at school (www.esafetylabel.eu/group/community/using-mobile-device-in-schools) and School Policy (www.esafetylabel.eu/group/community/school-policy) will provide helpful information.
- > 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 <a href="https://www.esafetylabel.eu/group/community/acceptable-use-policy-aup-">www.esafetylabel.eu/group/community/acceptable-use-policy-aup-</a>.

#### Reporting and Incident-Handling

- It is good practice to log cyberbullying incidents that occur in your school centrally, as you are contributing to building a data base of successful incident handling practices from schools across Europe that you and others can use in future. Make sure that pupils sign up to anti-bullying guidelines in your Acceptable Use Policy.
- Ensure that all staff, including new members of staff, are aware of the guidelines concerning what to define 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.

#### Staff policy

- It is good practice that the school policy includes information about risks with potentially non-secured devices, such as smartphones and that reference is made to it. Consider sharing your school policy via the uploading evidence tool, also accessible through the <a href="Myschool area">Myschool area</a>.
- > In your school user accounts are managed in a timely manner. This is important as it decreases the risk of
- Ensure that all staff, including new members of staff, are aware of the policy concerning online conduct. This should be a topic that is regularly discussed at staff meetings and clearly communicated in the School Policy, and to staff and pupils in the Acceptable Use Policy. Regularly review and update both documents as necessary.

#### Pupil practice/behaviour

- > You have defined electronic communication guidelines in your Acceptable Use Policy and this would be a useful example of good practice for other schools. Can you create a tutorial about electronic communication guidelines for pupils and upload it to your school profile via your <a href="My school area">My school area</a> so that other schools can benefit from your experience
- 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 <u>My school area</u> 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

- Technology develops rapidly. It is good practice that the member of staff responsible for ICT is regularly sent to trainings and/or conferences to be aware of 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.
- > Ensure that the governor or board member appointed for eSafety has the opportunity to receive regular training and also to ensure that colleagues are aware of eSafety issues. Involve your governing body in the development and regular review of your School Policy. See our fact sheet on School Policy

#### www.esafetylabel.eu/group/community/school-policy.

In addition to a clear designation of responsibility to ensure that all necessary network security and checks are in place, it is essential that schools also have audit and procedural checks at regular into Without this, a school will be leaving itself vulnerable. See our fact sheet on School Policy at

#### www.esafetylabel.eu/group/community/school-policy.

Although there should always be an overall lead person on eSafety just as you have in your school the school has a shared responsibility to secure any sensitive information used in their day to day p

duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise problems. Use our fact sheet Acceptable Use Policy

(<u>www.esafetylabel.eu/group/community/acceptable-use-policy-aup-</u>) to ensure that everyone plays their part in ensuring they are all the best and safest digital citizens they can be.

#### eSafety in the curriculum

> 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 <a href="My school area">My school area</a>.

#### Extra curricular activities

> Gather feedback from pupils to see what sort of additional eSafety support they would benefit from outside curriculum time. Could they be involved in delivering some of this to their peers? Check the resource section on the eSafety Label portal to find resources that will help them do this; check out the fact sheet on Pupils' use of online technology outside school at <a href="https://www.esafetylabel.eu/group/community/pupils-use-of-online-technology-outside-school">www.esafetylabel.eu/group/community/pupils-use-of-online-technology-outside-school</a>.

#### Sources of support

- > It is great that you have a staff member which is knowledgable in eSafety issues who acts as a teacher of confidence to pupils.
- 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 <a href="www.esafetylabel.eu/group/community/information-for-parents">www.esafetylabel.eu/group/community/information-for-parents</a> to find resources that could be circulated to parents and ideas for parent evenings.

#### Staff training

- Your school makes sure that every teacher is trained on cyberbullying. Please share resources that are used in these trainings via uploading them to your <u>My school area</u>. Are you also monitoring the effect that this training had on the number of incidents?
- 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 <a href="www.esafetylabel.eu/group/community/suggestions-for-online-training-courses">www.esafetylabel.eu/group/community/suggestions-for-online-training-courses</a>.
- It is important that teachers are aware on the technology used by pupils in their freetime. This is important that teachers are aware on the technology used by pupils in their freetime. This is important to awareness is the first step in addressing the issue of powering down for school. At the same time to not be asked to do their homework using technology not available to them outside of schools. Insure teachers are provided with information of this. Have a look at the Essie Survey of ICT in schools.

for us to know if you are improving eSafety in areas not mentioned in the questionnaire. You canupload evidence of such changes via the <u>Upload evidence</u> on the <u>My school area</u> 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 <u>Forum</u>, and your <u>reporting of incidents</u> on the template provided are all also taken into account.

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## MEB TARAFINDAN YAYINLANAN OKULLARDA SOSYAL MEDYA KULLANIMIYLA İLGİLİ GENELGEYE ATIF

Okullarda Sosyal Medyanın Kullanılması MEB2017/12Genelgesi

Milli Eğitim Bakanlığı Okullarda Sosyal Medyanın Kullanılması konusunda genelge yayımladı. 2017/12sayılı MEB genelgesinde facebook, twitter, youtube gibi sosyal medya kanallarında öğrenci resimleri,öğrenci videoları,öğretmen resimleri ve videolarının paylaşılması konusunda açıklama yaptı ve uyarılarda bulundu.

Okullarda Sosyal Medyanın Kullanılması MEB2017/12Genelgesi

Milli Eğitim Bakanlığı Hukuk Hizmetleri Genel Müdürlüğü 07.03.2017 tarihli 2975829 sayılı 2017-12SayılıOkullardaSosyalMedyanınKullanılmasıkonuluyazıiletüm illeriuyardı.2017-12sayılı Genelgeyi tüm İl Milli Eğitim Müdürlüklerine gönderen Milli Eğitim Bakanlığı sosyal medya (facebook,twitter,youtube, instagramvs) üzerinden öğrenci resimleri,öğrenci videoları başta olmak üzere yapılan paylaşımlara açıklık getirdi. Milli Eğitim Bakanlığı tüm MEB personeli ile öğrencilerin ses,görüntü, video kayıtlarının internette, sosyal medyada hukuka aykırı olarak paylaşılması halinde gerekli yasal işlemin başlatılacağı belirtildi.

YASALKARŞILIKLARI BELİRTİLDİ

Milli Eğitim Bakanlığı tarafından gönderilen Okullarda Sosyal Medyanın Kullanılması 2017/12 sayılı genelgede Türkiye Cumhuriyeti Anayasası, Birleşmiş Milletler Genel Kurulu tarafından kabul edilen20/11/1989 tarihli Çocuk Haklarına Dair Sözleşme, 1739 sayılı Milli Eğitim Temel Kanunu ve 5237sayılıTürk Ceza Kanunu vurgusu yapıldı.Belirtilen hususlarda gerekli alıntılara yer verildi.

Okullarda Sosyal Medyanın Kullanılması MEB2017/12Genelgesi

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#### HUKUKA AYKIRI PAYLAŞIMLAR

İnternette öğrenci resimleri paylaşmak, sınıfta çekilen öğrenci videolarını youtube, facebooktapaylaşmak hukuka aykırı ise gerekli soruşturma yapılacak. ogretmenlericin.com olarak çıkarılan bugenelgeyi haklı ve yerinde buluyoruz. Son dönemde gerek öğretmen gerekse de öğrenci videolarını, resimlerini rencide edici şekilde paylaşanlar hakkında da incelemelerin yapılmasını, özellikle sosyal medya hesaplarında büyük beğenili sayfaların kapatılmasını umuyoruz.

#### "Okullara2017/12SosyalMedyaGenelgesi

il ve ilçe yöneticileri, okul müdürleri, idareciler, öğretmenler öğrencilerin ses, resim, görüntü ve videolarını hukuka aykırı şekilde internette ve sosyal medyada paylaşamayacaklar. Bunun dışında öğrencileri ve kişileri olumsuz etkileyecek tüm paylaşımların da yasak olduğu MEB tarafından vurgulanırken,bu hususlara uymayanlar hakkında yasal işlemlerin yapılacağı açıklandı.

#### OKULLARDA ÖĞRETMENLERE / ÖĞRENCİLERE VE VELİLERE VERİLEN e-GÜVENLİK SEMİNERLERİNİN FOTOĞRAF VE AÇIKLAMASI

Okulumuza Osmangazi İlçe Projeler Koordinatürü Seda AKPINAR tarafından ESEP eTwinning Platformu Tanıtımı yapıldı ve bilgilendirme eğitimi verildi.







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Okullunuzs personeline ESER an Twinning Platfornue Tanıtımı yapıldı ve e-GÜVENLİK eğitimi verildi.

https://bursahurriyeteml.meb.k12.tr/icerikler/guvenli-internet-egitimi-verdik\_13609429.html

T.C. MILLÍ EĞITİM BAKANLIĞI
BURSA/OSMANGAZİ-Hürriyet Mesleki ve Teknik Aradolu Lisesi

Loc Barda \* Isbanica \* QÜVENLİ BITERKIT CSITIMI USBURI

Haberler

GÜVENLİ İNTERNET EĞİTİMİ
VERDİK!

Hürryet Meslevi ve Teknik Aradolu Lisesi olarak
okulumuzun birin personeline GÜVENLİ DİRTERKIT
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OKUL TARAFINDAN e-GÜVENLİKLE İLGİLİ BROŞÜRÜMÜZ HAZIRLANDI VE OKULDA DAĞITILDI.



OS MAN



# OKULUMUZDAKİ PANOLARA ASTIĞIMIZ e-GÜVENLİK POSTERİMİZ

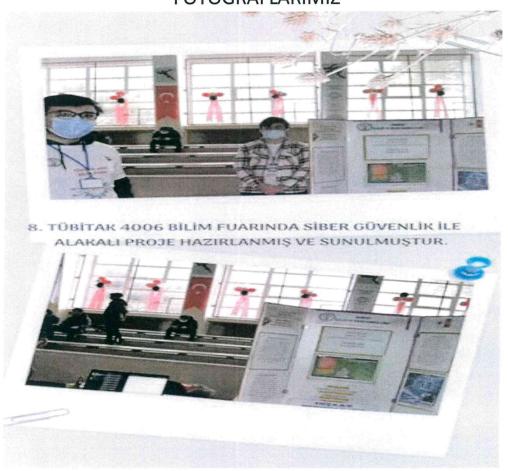




# BIR DİĞER e-GÜVENLİK PANOMUZUN GÖRÜNTÜSÜ



e-GÜVENLİKLE İLGİLİ ÖĞRENCİLERİMİZLE YAPILAN ÇALIŞMALARA AİT FOTOĞRAFLARIMIZ





# SİBER ZORBALIKLA İLGİLİ OKULUMUZDA VERİLEN SEMİNERİN AFİŞİ

OkullardaSosyalMedyanınKullanılmas **WE**2ÖĞ**REN**EFİÇALIŞMALARI





