**THE REPUBLIC OF TURKEY**

**SELÇUKLU**

**DISTRICT DIRECTORATE OF NATIONAL EDUCATION**

**ŞÜKRİYE ONSUN PRIMARY SCHOOL**

**E-SAFETY POLICY**

**ŞÜKRİYE ONSUN PRIMARY SCHOOL e-Safety Policy**

* Şükriye Onsun Primary School believes that e-safety (online safety) is an essential factor in protecting adults and especially children in regards to any technological tool used in the Internet in today’s digital era.
* Şükriye Onsun Primary School believes that information and communication technologies and Internet which are the crucial requirements of 21st century are a part of life; and that students should be encouraged to manage the risks and develop strategies instead of being alienated.
* Şükriye Onsun Primary School has its own website, Facebook and Instagram accounts.
* Şükriye Onsun Primary School has the liability to offer good quality Internet access to raise the standards of education and to support and develop professional studies and occupational development of our personnel.
* Our school is accountable for protecting all of our students and teachers from the potential damages of being online.
* This policy is prepared for enterprise managers, teachers, support personnel, students and their parents.
* Our e-safety policy is binding for the use of all personal and public information and communication tools which have access to Internet.
* We are organizing seminars to develop and improve knowledge, skills and attitudes of children in regards to safe and informed use of Internet.
* Schools that are affiliated to the Ministry of National Education attach importance to electromagnetic pollution and Internet safety.
* We are conducting awareness-raising studies for families to help them provide controlled, limited and purposeful use to their children and adolescences.
* Introducing and generalizing packages focusing on the safe use of Internet is a state policy.
* We conduct discussions with teachers to evaluate school safety and thus cell phone policy in the teachers’ general assembly organized three times a year (at the beginning, in the middle and at the end of school year).
* In our school, we celebrate Internet Day regularly every year through various events.

 **Safer Internet Center(**[**gim.org.tr**](http://gim.org.tr/)) - website of Safer Internet Center: http://guvenlinet.org.tr/tr/

**Safe Web (**[**guvenliweb.org.tr**](http://www.guvenliweb.org.tr/)) - awareness portal for online safety issues.

**Safe Child (**[**guvenlicocuk.org.tr**](http://guvenlicocuk.org.tr/)) - Game and entertainment portal for children under 13.

**Denouncing Web (**[**ihbarweb.org.tr**](http://ihbarweb.org.tr/)) - phone line for illegal content.

**Internet BTK (**[**internet.btk.gov.tr**](http://internet.btk.gov.tr/)) - Awareness portal for Internet and IT law.

**SID Page (**[**gig.org.tr**](http://www.gig.org.tr/)) - Safer Internet Day’s official website in Turkey

<http://guvenlinet.org.tr/tr/> web page is used for information purposes.

Educational parental and student informative videos and presentations available here are introduced to parents and students.

* We are offering counseling to encourage limited Internet packages to be used at home.
* We give priority to informed use in classes in order to develop applications in this regard.

 **Managing School’s Website**

* The school’s website will include contact information, address, e-mail and phone numbers. Personal information of the personnel, parents or students will not be available.
* School’s manager will be responsible for general publication for the online content and ensure the information to be correct and suitable.
* This website will abide by the publication directives of the school in regards to accessibility, respect for intellectual property rights, privacy policy and copy rights.
* E-mail addresses will be published online in a careful manner to avoid any spam e-mails.
* Studies and photographs of students will be published after receiving approval from their parents.
* The administer account of the school’s website will be protected via a strong and suitable password.
* The school will send information about online safety for the members to its website.

**Publishing Online Images and Videos**

* The school will ensure that the videos and images shared online shall comply with the official policy of use.
* The school will ensure that all videos and images will be available in compliance with information technologies and social media policy of use, data safety, code of ethics and procedures.
* A written consent that will be valid throughout the school year at the beginning of every academic year will have to be taken from the parents of the students before publishing photographs and videos of students online in accordance with the policy of images.
* Photographs and videos taken by individuals appointed by the school administration can be published in the official website of the school and in online media solely with the demand and written consent of the student concerned. Photographs and videos of a student whose parents do not give consent cannot be published.
* All the necessary precautions will be taken to prevent any psychological pressure that may occur during shooting for students whose parents do not give consent for taking and publishing photographs and video images.
* Personal information of students will absolutely not be available in photographs and videos published by school officials.
* All equipment required for video conference will not be adjusted for automatic response and will be shut down when not in use.
* External IP addresses will not be made available to other websites.
* Details of contact information for video conference will not be shared publicly.
* Video conference equipment will be kept safe, and locked if needed when not in use.
* Video conference equipment that belong to the school cannot be taken out of school buildings without prior permission.
* The personnel will make sure that the video conference equipment that does not belong to the school shall be used properly and ensure that the passwords of the accounts and systems that are used shall be safe and confidential.
* The consent of the parents necessary for the video conference will be taken and be valid throughout a school year at the beginning of every academic year.
* Video conference will be held via official and approved communication channels after a thorough risk evaluation.
* Only the main administrators will have the right to access to video conference management areas or remote pages.
* Special log in and password information for educational video conference services will only be given to the personnel and will be kept confidential.
* Written consents will be taken from all websites and participants while recording a video class. The reason of recording shall be clearly expressed and the records of the video conference will be open to all parties. Videos recorded shall be stored safely.
* If third party materials should be included, the school may control whether this recording is acceptable to avoid violating the intellectual property rights of the relevant third party.
* The school shall get in contact with other participants of the conference before participating in a video conference. If it is not a school, then the school shall check whether the material suitable for the class is received.
* It is the main duty of Selçuklu Şükriye Onsun Primary School to take the necessary steps to ensure all kinds of information devices to be used responsibly as they are claimed by children and adults as a necessity of 21st century.
* The school will decide on the use of cell phones and other personal devices belonging to students, parents and all personnel and this shall be included in suitable policies including School’s Acceptable Policy of Use or Cell Phone Policy.
* Selçuklu Şükriye Onsun Primary School is aware that the communication via mobile technologies are an affirmed part of 21st century for children, personnel and parents. However, these technological devices must be used safely and suitably at school.
* All members of Selçuklu Şükriye Onsun Primary School society are advised to make sure that their cell phones or personal devices do not, in any circumstances, include any content that is offensive, humiliating or that violates school policies in any other ways.
* Personal cell phones and devices of the personnel shall be turned off or put into silence mode during course hours.
* Bluetooth or other communication methods shall be “hidden” or off during course hours.
* If not permitted by the school administration, personal cell phones or devices cannot be used during emergency throughout school terms.
* The personnel will ensure that the content purchased on the website via cell phones and personal devices shall comply with the professional roles and expectations.
* The necessary disciplinary actions will be taken when personnel violate a school policy.
* The police will be involved when personnel have an illegal content recorded or stored in his/her cell phone or personal device or committed a criminal offense.
* Any claim about personnel regarding the personal use of cell phones or devices shall be responded in accordance with the management policy of the school.
* The personnel will be aware that this may impact his/her reputation. Public, disciplinary or legal precautions can be taken if it is confirmed that the personnel humiliated its profession or the institution or has lost his/her trust on professional talents.
* The members of the personnel that holds responsibility to manage filtering systems or to monitor the use of IT will be audited by the Leadership Team and will have open procedures to submit their issues or concerns.
* The school emphasizes the beneficial online tools necessary for employees and students based on their ages and skills.
* School members are attending to trainings organized by the European Schoolnet (www.eun.org) every year.
* They have attended online occupational development events using e-Twinning occupational development portal.
* They are also attending EBA Online courses.

**Responding to Online Events and Protection Issues**

* All members of the school shall be informed about the diversity of online risks that they may encounter including sexting, online /cyber bullying. This will be emphasized during personnel training and education approaches for students.
* All members of the school shall be informed about online safety (e-safety) concern notification procedure such as filtering, sexting, cyber bullying, illegal content violation, etc.
* Digital Subscriber Line (DSL) will be informed about any online safety (e-Safety) incident that causes concerns for child protection that will be recorded afterwards.
* Complaints about the misuse of Internet will be held based on the complaint procedures of the school.
* Complaints regarding online / cyber bullying will be held according to antibullying policy and procedure of the school.
* Any complaint regarding the misuse of the personnel shall be directed to the school manager.
* Students, parents and personnel will be notified about the complaint procedure of the school.
* The personnel will be notified about the complaint and denouncement procedure.
* All members of the school shall be aware of the importance of confidentiality and the necessity to abide by official methods of the school.
* All members of the school will be reminded of the safe and suitable attitudes in the online environment and the importance of not publishing any content, comment, image or video that is created to harm, cause trouble to another member of school society or that is illegal.
* The school manages safety (e-Safety) events in accordance with the disciplinary / code of ethics policy of the school, when necessary.
* The school notifies the parents about its concerns, when necessary.
* The school will gather information, define the lessons taken and apply the changes made as required after an investigation is completed.
* Cooperation of parents and children is necessary to solve the problems.