

CEMAL YÜKSEL PRIMARY SCHOOL E-SECURITY SCHOOL POLICY and RULES

AIMS:

- * Cemal Yüksel Primary School uses the internet, smart board, computer, laptop and mobile phones with its e-security studies, and it aims to protect students, parents and teachers.
- * Since the internet and technology are important parts of life, everyone should be made aware of 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:

- Contributing to the development of e-security policies.
- Taking responsibility for professional development in the positive learning phase.
- Taking responsibility for e-security to protect the school and the others in the school.
- Using technology safely and responsibly.
- In case of damage, observing the danger and conveying it to the relevant units.

SCHOOL WEBSITE:

- Cemal Yüksel Primary School's information regarding the address, phone number, fax number and e-mail address can be found on our website.
- All the content published on our site is approved by our vice principal, and after the approval of our school principal, the content is published on the site.
- Our school website is under the responsibility of the principal and our vice principal, and strong security measures have been taken.
- Student works are published with the permission of their parents .

SHARING IMAGES AND VIDEOS:

- Photos and videos posted online are shared with the permission and approval of the school administration in accordance with the school policy.
- Parents' permissions are taken for all student-related posts.
- In addition to the permission of the parents, the photographs of the students are not taken and used without their own permission.

USERS:

- Before a video of the students is prepared, the students taking part in this video should get permission from their teachers.
- Parents' permissions must be obtained prior to the event in all student-based shared activities.
- Video conferencing will be done through official and approved sites.
- Users cannot share images of school students and employees on their personal social media accounts without the approval of the school authorities.

E-SAFETY EDUCATION

- By adding the e-security curriculum for students to the annual plans of the relevant courses, students are informed about these issues.
- To improve online security in line with the needs of our students, our Psychological Guidance Counsellors carry on studies about conscious use of the Internet and technology addiction.
- Online security policy is officially announced to all our staff.
- Our school celebrates “Safe Internet Day” in February. For the day, we exhibit our works in school corridors and classroom boards and share them on social media.

ONLINE EVENTS AND PROTECTION:

- All members of our school are informed about online risks. Trainings will be organized and the contents will be explained.
- In our school, informative sessions on illegal content, security breach, cyberbullying, sexual content messaging, child abuse, personal information security are carried out.
- In our school, all complaints related to the misuse of internet, information technologies and equipment will be reported to the school principal.
- All members of our school are informed to behave in accordance with official school rules to be able to remove privacy and security concerns.

- The school is responsible for taking necessary actions in case of a negative situation.
- To solve the problems, the staff (teachers, administrators, etc.), parents and students should act in compliance with the school.

CONTENT:

- Video conferences will be held over sites where all users can participate.
- Before the video conferences, other schools which would participate should be informed in advance.
- All content that concerns / includes students and staff will only be open to share after going through control and approval processes.

SAFE USE OF THE INTERNET AND INFORMATION (IT) DEVICES:

- As the Internet has become one of the most important tools to access information, we can lead our teachers and students to valid information in the safest way by including it with the curriculum of our school.
- We have integrated our internet access according to the age and ability of our students.
- We have made all of our school's information devices safe by filtering them according to our usage policy.
- All of our staff, parents and students were informed about effective and efficient use of online materials.
- E-security and cyberbullying topics are included in the annual plans of our certain courses. Students are informed about these issues throughout the year.
- Online materials important elements of teaching and learning, and they are actively used in the curriculum.

THE USE OF MOBILE PHONES AND PERSONAL DEVICES

- Responsibility of personal devices belongs to individuals.
- Our school does not accept any negative health and legal responsibilities arising from the unauthorized usages.
- Our school takes all necessary precautions to protect personal mobile phones and devices from loss and damage, but responsibility belongs to individuals.
- If necessary, our students can use school phones under the supervision of the authorized person.
- The students must request permission from school administration to use their personal devices for educational purposes.
- The parents are informed not to make phone calls with the students during school hours.
- The students are informed that they should not share their personal information like mobile phone numbers. Also, they are informed to share their phone numbers only with trusted people.
- School staff are obliged to mute or hang up the phones during class hours.
- If school staff act against the school policy, disciplinary action is initiated.
- Legal responsibility of all kinds of content and messaging that will come from through social media or chat programs belongs to individuals.