E-SAFETY POLICY

KÜTAHYA ATATÜRK VET SCHOOL

1. Our school believes that e-Safety is an indispensable element for the protection of children and adults in the digital world while using technology such as computers, tablets and mobile phones, and necessary studies are carried out in this direction.

2. Our school believes that virtual platforms and information and communication technologies are an important part of daily life and works to support children to learn ways to manage and react to the risks they face in the virtual environment and to develop strategies.

3. Our school has an obligation to provide quality Internet access to raise educational standards, promote achievement, support the professional work of staff, and improve management functions.

4. Our school is responsible for ensuring that all our students and staff are protected from potential harm in virtual environments.

5. In our school, the purpose of the E-Security policy is;

• Define the main principles expected of all members of society regarding safe and responsible use technology to ensure a safe environment.

• To protect and secure all members of our school online.

• To raise awareness among all members of the Kütahya Atatürk Vocational and Technical Anatolian High School community about the potential risks and benefits of technology.

• Ensuring that all personnel work safely and responsibly, model positive behavior online, and be aware of the need to manage their own standards and practices when using technology.

• Define procedures to be used explicitly when responding to online safety concerns known to all members of the school.

• This policy applies to the governing body, teachers, support staff, external contractors, business owners and employees, visitors, volunteers, and others who provide or perform services on behalf of the school (collectively referred to as 'staff' in this policy), as well as children and parents applies to all personnel, including

• This policy applies to internet access and use of information communication devices, including personal devices; This also applies to school-issued devices for remote use by children, staff or other persons, such as laptops, tablets or mobile devices where they work.

6. The key responsibilities of all employees are:

• Contribute to the development of online security policies.

• Read and adhere to Acceptable Use Policies (AUP).

• Being responsible for the security of school systems and data.

• Be aware of a range of different online safety issues and how they can relate to children in their care.

• Modeling good practices when using new and emerging technologies.

• Relate curriculum to online safety training whenever possible.

• Identifying individuals of concern and taking appropriate action by following school protection policies and procedures.

• Maintaining a professional level of behavior in personal technology use, both indoors and outdoors.

• Emphasizing positive learning opportunities.

• Taking personal responsibility for professional development in this field.

7. The main responsibilities of children and young people are:

• Contribute to the development of online security policies.

• Read and adhere to the school's Acceptable Use Policies (AUP).

• Respecting the feelings and rights of others online and offline.

• If things go wrong, seek help from a trusted adult and support others who encounter online safety issues.

• Take responsibility to protect themselves and others online.

• Being responsible for their own awareness and learning regarding the opportunities and risks posed by new and emerging technologies.
• Acting safely and responsibly to assess and limit the personal risks of using a particular technology.

8. The main responsibilities of parents are:
• Read the school's Acceptable Use Policies, encourage their children to adhere to this policy, and ensure they do too.
• Discussing online safety issues with their children, supporting the school's approaches to online safety, and reinforcing appropriate safe online behaviors at home.
• Modeling the safe and appropriate use of technology and social media.
• Identifying changes in behavior that indicate that the child is at risk of harm online.
• Seek help or support from the school or other appropriate agency if they or their children encounter problems or problems online.
• Contributing to the establishment of the school's online safety policies.
• Safely and appropriately use school systems such as learning platforms and other network resources.
• Being responsible for their own awareness and learning regarding the opportunities and risks posed by new and emerging technologies.

9. Managing the school website
• The contact information on the website will be the school address, e-mail and phone number. Personal data of staff or students will not be published.
• The Head of School will take overall editorial responsibility for the online content posted and ensure that the information is accurate and appropriate.
• The website will comply with the school's publication guidelines, including accessibility, respect for intellectual property rights, privacy policies, and copyright.
• E-mail addresses will be carefully published online to avoid spam mails.
• Student work will be published with the permission of the students or their parents.
• The administrator account of the school website will be protected with a suitably strong password.
• The school will post information about protection on the school website for members of the community, including online safety.

10. Posting images and videos online
• The school will ensure that all images and videos shared online are used in accordance with the school image use policy.
• The school will ensure that all images and videos are included in accordance with other policies and procedures such as data security, AUP, code of conduct, social media, use of personal devices and mobile phones.
• In accordance with the image policy, written consent of the parents will always be obtained before the electronic publication of the images / videos of the students.

11. Users
• Students will seek permission from a teacher before preparing or answering a video conference call or message.
• Video conferencing will be moderated appropriately for students' age and ability.
• Parent consent will be obtained before children participate in videoconferencing activities.
• Videoconferencing will take place through formal and approved communication channels, following a sound risk assessment
• Only key administrators will be granted access to video conferencing management areas or remote-control pages.
• Private login and password information for educational video conferencing services will be given only to personnel and will be kept confidential.

12. Content
• Written permission will be obtained from all sites and participants when recording a video conference lecture. The reason for registration should be stated at the beginning of the conference and the video conference recording should be open to all parties. Recorded materials will be stored securely.
• If third party materials are to be included, the school will check that recording is acceptable to avoid violating the third party's intellectual property rights.
• The school will engage in dialogue with other conference participants before joining a video conference. If it is not the school, it will check that it has received the material suitable for the school/class.

13. Appropriate and safe use of the Internet and related devices
• Internet use is an important aspect of educational access and all children will receive age- and ability-appropriate education that will support and assist them in developing strategies to answer their problems as part of the integrated school curriculum.
• The school's internet access will be designed to develop and expand education.
• Internet access levels will be reviewed to reflect curriculum requirements and students' age and abilities.
• All members of staff are aware that they cannot rely on filtering alone to protect children, and training in supervision, classroom management and safe and responsible use is important.
• Contents will be appropriate for students' ages and abilities.
• All school devices will be used in accordance with the school's AUP and with appropriate safety precautions.

• Employees will always evaluate websites, tools and applications before using them in the classroom or when suggesting to use them at home.
• Students will be trained in effective methods of searching the Internet, including the skills of locating, retrieving and evaluating information.
• The school will ensure that staff and students accept materials derived from the Internet and comply with copyright laws and sources of information.
• Students will be taught to think critically before accepting the accuracy of the information they have read or shown.
• Evaluation of online materials is part of teaching and learning in all subjects and is seen in the curriculum as a whole.
• The school uses the internet to enable students and staff to communicate and collaborate in a secure and confidential environment.

14. Use of Personal Devices and Cell Phones
• Widespread ownership of mobile phones and other personal devices among children, youth and adults requires all members to take steps to ensure the responsible use of mobile phones and personal devices in the Kütahya Atatürk Vocational and Technical Anatolian High School community.
• The use of cell phones and other personal devices by teenagers and adults will be decided by the school and included in appropriate policies, including the school AUP or Cell Phone Policy.
• Kütahya Atatürk Vocational and Technical Anatolian High School is aware that personal communication with mobile technologies is an accepted part of daily life for children, staff and parents; however, such technologies need to be used safely and appropriately in school.

15. Expectations for the safe use of personal devices and mobile phones
• Use of personal devices and mobile phones will be conducted in accordance with the law and other appropriate school policies.

• The responsibility of any electronic device brought to the field belongs to the user. The school accepts no responsibility for the loss, theft or damage of such items. The school accepts no liability for any potential or actual adverse health effects caused by such devices.

• Abuse or sending inappropriate messages or content via mobile phones or personal devices is prohibited by any member of the community and any violation will be treated as part of the discipline / behavior policy.

• All members of the Kütahya Atatürk Vocational and Technical Anatolian High School community are advised to use passwords / PIN numbers to ensure that unauthorized calls or movements cannot be made on their phones or devices if they are lost or stolen. Passwords and PIN numbers must be kept confidential. Passwords of mobile phones and personal devices should not be shared with anyone.

• All members of the Kütahya Atatürk Vocational and Technical Anatolian High School community are advised to ensure that their mobile phones and personal devices do not contain any content that is offensive, disparaging or otherwise inconsistent with school e-security policies.

16. Students' use of personal devices and mobile phones

• Students will receive training in the safe and appropriate use of personal devices and mobile phones.

• It is strictly forbidden to use informatics tools without the knowledge and permission of the school administration and the teacher, by speaking, taking sounds and images, sending messages and e-mails, and sharing them with their friends in a way that will adversely affect the education and training, as well as keeping a telephone during school lesson hours.

• All use of mobile phones and personal devices by children will be in accordance with the acceptable use policy.

• Cell phones or personal devices may not be used by students during classes or official school hours unless they are part of an approved and directed curriculum-based activity with the approval of a teacher.

• The use of children's mobile phones or personal devices in the educational activity will take place when approved by the school administration.

• If a student needs to call their parents, they will be allowed to use the school phone.

• It is recommended that parents do not communicate with their children on their mobile phones during school hours and apply to the school administration. Exceptions may be permitted in emergencies as approved by the teacher in exceptional circumstances.

• Students should only give their phone numbers to trusted friends and family members.

• Students will be taught the safe and appropriate use of mobile phones and personal devices, and the limits of their use will be recognized.

• If it is suspected that the material found on the student's personal device or mobile phone may be illegal or may provide evidence of a criminal offense, the device is handed over to the police by the school administration when requested by the security forces for further investigation.

17. Use of personal devices and mobile phones by personnel

• Personnel are not allowed to connect their personal phones or devices to parts of children, youth and their families, inside or outside the setting, in a professional capacity. Situations that will endanger personal data will be discussed with the administrators beforehand.

• Staff will ensure that any use of personal phones and devices is always performed in accordance with data protection and relevant school policy and procedures.

• Personal mobile phones and devices of the personnel are turned off / put into silent mode during class hours.

• An investigation takes place when a staff member violates school policy.

• If a staff member has illegal content recorded or stored on a mobile phone or personal device, or has committed a criminal offense, the police will be reached.

• Any allegation involving staff's personal use of mobile phones or devices will be responded to by following school management policy.

18. Use of personal devices and mobile phones of visitors

• Parents and visitors should use mobile phones and personal devices in accordance with the school's acceptable use policy.

• Use of mobile phones or personal devices by visitors and parents to take photos or videos must be done in accordance with the school image use policy.

• The school will provide and present appropriate signage and information to inform visitors about usage expectations.

• Staff are expected to challenge problems when appropriate and safe and will always report any violations by visitors to management.

19. Participation and education of children and young people

• An online safety (e-Safety) curriculum is created and included throughout the school to raise awareness among students about the importance of safe and responsible internet use.

• Training on safe and responsible use will be given before internet access.

• Student input will be sought when writing and developing school online safety policies and practices, including curriculum development and enforcement.

• Students will be supported to read and understand the Acceptable Use Policy in a manner appropriate to their age and ability.

• All users will be notified that their network and internet usage will be monitored.

• Acceptable Use Policies expectations and posters will be posted in all rooms with Internet access.

• External support will be used to complement and support the school's internal online safety (e-safety) educational approaches.

• The school will implement peer education to improve online safety in line with students' ne

20. Involvement and training of Staff

• The online safety (e-Safety) policy will be formally provided and discussed for the participation of all employees and will be strengthened and emphasized as part of our responsibility to protect.

• Staff will be aware that internet traffic can be monitored and traced up to a single user. Discretion and professional behavior are required when using school systems and devices.

• All members of staff will be provided, professionally and personally, with up-to-date and appropriate staff training on safe and responsible Internet use in a variety of forms on a regular (at least annual) basis.

• All members of staff will realize that their online behavior can affect their role and reputation in the school. Public, disciplinary or legal action may be taken if something is thought to have put the profession or organization in a state of decay or has lost confidence in their professional abilities.

• The school should highlight useful online tools that staff should use according to students' age and abilities.

21. Parent involvement and education

• Kütahya Atatürk Vocational and Technical Anatolian High School recognizes that parents have an important role to play so 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 disclosures and school website.

• As part of our school, parents will be required to read online safety information.

• Parents will be encouraged to read the AUP and discuss its implications with their children.

• Information and guidance for parents on online safety will be available to parents in a variety of formats.

• Parents will be encouraged to role model positive behaviors for their children online.

22. Responding to Online Incidents and Protection issues

• All members of the school, sexually explicit messaging, online / cyberbullying, etc. will be made aware of the variety of online risks that may be encountered, including This will be emphasized in staff training and training approaches to students.

• All members of the school are subject to filtering, sexually explicit messaging, cyberbullying, illegal content violation, etc. will be informed of the procedure for reporting online security (e-Security) concerns, such as

• Complaints about internet misuse will be handled within the school's grievance procedures.

• Complaints about online / cyberbullying will be handled under the school's anti-bullying policy and procedure.

• Any complaint about the misuse of staff will be directed to the school principal.

• The school grievance procedure will be communicated to students, parents and staff.

• Complaint and notification procedure will be notified to the personnel.

• All members of the school should be aware of the importance of confidentiality and the need to follow official school procedures for reporting concerns.

• All members of the school will be reminded of safe and appropriate behavior online and reminded of the importance of not posting any content, comments, pictures or videos that cause harm, distress or offense to any other member of the school community.

• The school manages online safety (e-safety) incidents in accordance with the school discipline / behavior policy, where appropriate.

• The school notifies parents of their concerns when needed.

• After any investigation is complete, the school will receive information, identify lessons learned and implement changes as needed.

• Parents and children need to work in partnership with the school to solve problems.

Osman Türker KÖNÜL

School Principal