ULKU PRIMARY SCHOOL E-SAFETY POLICY

E-Safety School Policy Rules And Aims

*With its e-safety studies, Ülkü Primary School aims to protect students, parents and teachers while using the internet, computers, laptops and mobile phones.

* As the internet and technology are important parts of life, everyone awareness should be raised about learning management and strategy development methods.

* Our policy is prepared for administrators, teachers, parents, all staff and students and it

is valid for internet access and use of information communication devices.

Responsibilities:

* E-güvenlik politikalarının gelişmesine katkıda bulunmak.

* Taking responsibility for professional development in the positive learning phase.

* Taking responsibility for e-seafety to protect the school and its insiders.

* Using technology safely and responsibly.

* Observing the danger and conveying it to the relevant units in case of damage.

SCHOOL WEBSITE:

* As Ülkü Primary School, our school's address, telephone, fax and e-mail address information is available.

* All content published on our site is uploaded to the site by our assistant managers.

* Our school website is under the responsibility of our IT department and precautions have been taken.

* Student works are published with the permission of their parents.

SHARING IMAGES AND VIDEOS:

*All photographs and videos that are shared, are allowed by the school administration in accordance with the school policy and they are shared with approval.
* Parents' permissions are taken for all student-related posts.
* Photos and videos are not taken and used without the permission of the student as well as the permission of the parents.

USERS:
*Before a video is prepared by students , students who take part should get permission from their teachers.
* Parents' permission must be obtained before the event for all student-based shared activities.
* Video conference will be done through official and approved sites.

*Users , in their personal social media accounts, where students and employees of the school

cannot share images without approval by the school authorities .

CONTENT:

 * While video conferencing, it will be held over the sites where all users can participate.

 * Before communication with other schools, video conferencing must be established .

 * All content that involves school students and staff, will be controlled and after going through the approval processes, it will be open to sharing.

SAFE USE OF THE INTERNET AND THE OTHER DEVICES:

 *

• Internet; while it has become one of the most important tools to access information, by associating it with the curriculum, we provide right information to our students and teachers.

 *We have integrated our internet access according to the age and abilities of our students we are in the situation.

 * In accordance with our policy of use of all our school information devices, we have made it safe by filtering.

  * All our employees, parents and students will be informed about the use of effective and efficient online materials.

* E-security and cyberbullying topics are included in the annual plans of certain courses and The transfer of information to students on these issues continues throughout the year.

* Online materials are an essential part of teaching and learning, and can be used actively within the curriculum.

* 10-11 February Safe Internet Day is celebrated at our school.

* Our school fully implements security procedures in accordance with 5651 law, HARDWARE FIREWALL with SOPHOS applications and an institutional structure ANTIVIRUS application is used. In addition, HOTSPOT security measure for wi-fi is also has been included in the system requesting an additional username and password after password entry. However, it is a system that requires the user's mac address to be registered in the system.

USE OF MOBILE PHONES AND PERSONAL DEVICES:

* It is forbidden for students to use personal mobile phones during school hours. Students who their phones with them, give the phones to the manager assistant and take back when they leave the school.

* Those who do not deliver their mobile phones to the administration and who use their mobile phones are processed Awards and prizes of the laws and the Regulation of Secondary Education Institutions and Actions are taken in accordance with disciplinary provisions

* All kinds of personal devices are in the responsibility of the student himself or herself.

* Our school does not accept any negative health and legal responsibilities arising from the use of such devices.

* Our school prevents the loss, theft and damage of personal mobile phones and information devices. It takes all necessary measures for its protection, but the responsibility belongs to the person.

 * Our school students can use their school phones when they need to call their parents.They can use it under the supervision of a school administrator.

 * Our students who use their personal devices for educational purposes (use of web 2 tools etc.)

must get permission from the school administration.

 * Our parents are informed not to meet with their students during school hours if it is not so necessary.

 If there are compulsory situations, interviewing with the permission of the school administration,

they can be allowed to see their child.

 * Our students share their mobile phone numbers only with trusted people,they are informed not to share their numbers with people they do not know and they do not find reliable. They are made aware that they should not share.

 * Employees (teachers, administrators, staff, etc.) keep their personal mobile phones silent during class hours. They should continue their duties by taking them to silent mood or by closing them.

 * If employees (teacher, administrator, staff, etc.) act against the school policy , disciplinary actions are initiated.

 * Employees of the institution (teachers, administrators, staff, etc.) and students who use social media or chat , are responsible for the legal liability of any content and messaging they send. Any content and messaging that may be

inappropriate are immediately shared with the school administration. Such Necessary measures are taken to prevent a negative situation.

E-SEAFETY TRAINING:

 * By adding the e-safety curriculum for students to the annual plans of the relevant courses, students are informed about the issues.

 * Internet usage of all users is monitored by the data processing unit. This information was conveyed to all users.

 *Guidance to improve online security in line with the needs of our students, teachers practice peer education.

 * Students who use technology positively will be rewarded.

 * Online security policy will be officially announced to all our employees.

 * 10-11 February Safe Internet Day is celebrated in our school. We have billboard works and social media posts in the corridors and classrooms.

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.

  * Illegal content, security breach, cyberbullying, sexually explicit messaging, child Information activities are carried out on issues such as abuse of personal information and security.

 * In our school, all the misuse of the internet, information technologies and equipment complaints will be reported to the school manager.

 * All members of our school are informed to act in accordance with eliminate privacy and security concerns and rules.

 * Our school is responsible for taking necessary actions in case of negativity.

*Employees (teachers, administrators, staff, etc.), parents and students will always move together about solving the problems that occur during the process.