

ŞEHİT ÖMER HALİSDEMİR SECONDARY SCHOOL E- SAFETY SCHOOL POLICY AND RULES

Purpose

- As Şehit Ömer Halisdemir Secondary School, we aim to protect the students, their parents and teachers from online risks with e-safety while using the internet, smart board, desktop and laptop computer, and mobile phones.
- Our policy is prepared for managers, teachers, students, their parents and all staff and available for using internet and information technology devices

Responsibilities

- To contribute improving e-safety policies
- To take responsibility for vocational development in positive learning
- To take responsibility to protect the school with all parts in e-safety issue
- To use technology safely and responsibly
- To observe and report if something danger happen

School Web Site

- As Şehit Ömer Halisdemir Secondary School, our address, phone, and fax number, and e-mail details are available in our web site.
- All contents in our web site are published by information technology department after the approval by web examination department
- Our information Technology department is in charge of the school web site and high security measures are taken.
- Photos and works of our students are published with the permission of their parents

Shoring video and images

- All photos and videos are shared relevant to school policy by the examination of it department and approval by the school management
- The contents related to our students are published with the permission of students and their parents.

Users

- Students must get permission from their teachers before they prepare a video
- It is compulsory to get permission from the parents related to student-based works
- Video conference is held via formal and approved sites.

- Users cannot share any images and videos related students and staff in their social media accounts without permission and approval of school management.

Content

- Video conference is held on the web site students can participate in
- It is necessary to communicate with other school before video conference
- All contents related to students and staff can be shared after checking and approval of the school management

Using the Internet and Information Technology devices safely

Internet is one of the most important way to reach the information so we provide this information to our students safely by associating with the school curriculum

- We have high security measures for all information technology devices appropriate to our school policy by using the network of ministry of education and we don't have any connection to internet except that.
- All staff, students and their parents are informed about using the online materials effectively.
- E-safety and cyber bullying issues are available in the curriculum of the certain subjects and we give information to our students regularly.
- Online materials are one of the important parts of learning and teaching process and are used in curriculum effectively.
- Safer Internet Day (6 th February) is celebrated in February in our school every year. We create same social media sharings, school board Works in our classrooms and school to spread awareness about it.

Using the mobile phones and personal devices

- It is not allowed to use mobile phones during the school time by the students. Our students leave their phones to school management before the first lesson and take it back after the last lesson.
- If a student violate this rule and take photo or video, school management will instute the consequences or disciplinary octions under the Regulation on Primary Education Institutions
- Responsibility for all personal devices belongs to one's own.
- Our school is not legally responsible for the consequences of malicious using this kind of devices
- Our school takes precautions for personal and IT devices against missing, robbery or damage but responsibility belongs to one's own
- Our students can call their parents in case of need by the school phone under the observation of scholl staff.
- Our parents of students are informed not to call their students during the school time. They are allowed to call with the permission of school management in case of need.
- Our students are informed not to share their phone number with the people they don't know or they find unreliable and suspicious.
- School staff must either put their phones on silent or shut it down during the lessons.
- Disciplinary action is instituted if any school staff violate the scholl policy

- School staff and students are legally responsible for all messages and contents they send or receive from any other person in social media or mobile application and any inappropriate content is reported to school management and take precautions to avoid it.

E-Safety Education

- E-safety subject is added to annual curriculum and students are informed.
- School counselor provide peer-education to improve online security in line with the requirement of the students.
- Students using technology properly will be awarded.
- Online security policy will be announced officially to all staff.

Online events and protection

- All staff will be informed about online risks. They will be given education and contents will be revealed.
- Our school provide education about illegal contents, security, violation, cyber bullying, sexually explicit messages, child abuse and personal data security.
- All complaints about internet, misusing of information technology devices and equipment will be informed to school management.
- All staff will be informed about security and privacy proper to school policy.
- School is legally responsible for conducting legal action if in need.
- All staff, students and their parents must cooperate with school in solving any problem.