



E-SAFETY POLICY

PURPOSE AND SCOPE

(This policy **Bornova Anatolian High School** It is prepared for all kinds of technological devices with network access within the school and for administrators, teachers, auxiliary staff, students and parents, and its responsibilities and sanctions cover everyone.)

Phone, tablet, computer, television etc. Digital technology tools such as these are resources that are used very effectively in today's world. Students can easily and quickly access information, fun games and similar activities through the internet environment. they can provide. However, in addition to these wonderful opportunities provided by digital technologies, the danger of them encountering mental, spiritual and physical attacks and traps is a fact that cannot be underestimated. It is absolutely necessary to take the necessary precautions in this regard.

Due to the digitalizing world, socialization with technology reaches young ages and the position of technology in education, **Bornova Anatolian High School e-Safety policy;**

- ❖ Raising education standards to a higher level,
- ❖ Protecting students, parents, teachers and other employees within the scope of e-Safety,
- ❖ Developing 21st century knowledge and skills safely,
- ❖ To protect and ensure the Safety of all members of our school online,
- ❖ It aims to raise awareness among all members of our school about the potential risks and benefits of technology.

CURRENT SITUATION

- ❖ No external connection is used in our school other than the internet connection established within the scope of the MEB FATİH Project and whose access Safety is provided by the Ministry's Information Technology Department.
- ❖ Social media accounts where our school's activities and social events are announced are used under the supervision of responsible administrators and assistant administrators.
- ❖ The school's official social media accounts are reported on the school website.
- ❖ Our students cannot use mobile phones, etc., except for activities and studies with special permission. They do not use the tools during class hours. Student phones are kept in specially designed lockers for each class throughout the day.

- ❖ The Computer Science Course - Information Ethics Unit curriculum is given to our preparatory class students meticulously, and with board studies and in-term information seminars, all our students are informed about the ethical and safe use of IT tools. awareness is being raised.
- ❖ Our school staff and teachers have received training on the safe use of Information Technology on MEB distance education portals.
- ❖ The wireless internet network in our school is closed to anonymous logins and can be used with authentication.

RESPONSIBILITIES

Responsibilities of Employees

- Read and adhere to school e-Safety policies,
- Contributing to the development of online Safety policies,
- Read and adhere to Acceptable Use Policies (AUPs),
- Being responsible for the Safety of school systems and data,
- Modeling good practice when using new and emerging technologies
- Link online Safety training to the curriculum as much as possible,
- Students within the institution without official permission throw away Not sharing photos taken with parents on social media accounts
- Identifying individuals who are concerned and taking appropriate action by following school protection policies and operations,

Students' Responsibilities

- Read and adhere to school e-Safety policies,
- Contributing to the development of online Safety policies,
- Respecting the feelings and rights of others online and offline,
- In case of adverse events, seek help from a trusted adult and support others facing online Safety issues.
- On devices available to everyone used at school, media, cloud, e-mail, etc. Not leaving open accounts protected with personal passwords,
- To learn the purpose of Safety cameras in the school,
- Not to record images or sounds from personal devices at school, without permission,
- Encourage students to use digital technological equipment within the school under the supervision of teachers. is to provide.

Parents' Responsibilities

- Read the School Acceptable Use Policies, encourage their children to adhere to this policy, and ensure that they do so themselves as appropriate.
- Discussing online safety issues with their children, supporting the school's online safety approaches, and reinforcing appropriate safe online behavior at home.
- Modeling the safe and appropriate use of technology and social media,
- Identifying changes in behavior that indicate the child is at risk of being harmed online.
- Seeking help or support from school or other appropriate agencies if they or their children encounter problems or issues online;
- Contributing to the creation of the school's online Safety policies,
- Using school systems, such as learning platforms and other network resources, in a safe and appropriate manner.
- Self-awareness and awareness of the opportunities and risks brought by new and emerging technologies from their education To be responsible.

MANAGING THE SCHOOL WEBSITE

Contact information on the website will be the school address, email and phone number. Personal information of staff or students will not be published.

The Headteacher will take overall editorial responsibility for published online content and will ensure that information is accurate and appropriate.

To protect against spam e-mail addresses will be carefully published online.

Student work will be published with the students' permission and their parents' permission.

The administrator account of the school website will be protected by being encrypted with an appropriately strong password.

The school will post information about safeguarding, including online safety, on the school website for members of the community.

The website will comply with the school's publishing guidelines, including accessibility, respect for intellectual property rights, privacy policies and copyright.

SHOOTING AND SHARING IMAGES AND VIDEOS

All photos and videos shared are shared with the permission and approval of the school administration in accordance with school policy.

Parental permission is obtained for all posts containing student content.

By persons other than those appointed by the school administration; Photography and video shooting are not allowed within the boundaries of the school and school grounds.

Our school stakeholders; They cannot share images of school students and employees on their personal social media accounts without approval by the school authorities.

USE OF MOBILE PHONES AND PERSONAL DEVICES

Our students are prohibited from using personal mobile phones during school hours.

Responsibility for all personal devices belongs to the individual - staff and parents.

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

Our school takes all necessary precautions to protect personal mobile phones and IT devices from loss, theft and damage, but the responsibility belongs to the individual.

Our school students can use school phones under the supervision of a school administrator or guidance counselor when they need to call their parents.

Our school employees (teachers, administrators, staff, etc.) keep their personal mobile phones silent during class hours. They continue their duties by taking it on or closing it.

Our school employees (teachers, administrators, staff, etc.) bear legal responsibility for all content and messaging that they receive or send from students or institution employees via social media or chat programs. Any content and messaging that may be inappropriate is immediately shared with the school administration. Necessary precautions are taken to avoid such a situation.

USE OF PERSONAL DEVICES AND MOBILE PHONES BY VISITORS

- Parents and visitors must 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 photographs or videos must be in accordance with the school image use policy.
- The school will provide and provide appropriate signage and information to inform visitors of usage expectations.
- Staff are expected to address problems when appropriate and safe and will always report any infractions by visitors to management.

E-Safety Policy within the framework; Our school E-Safety Plan has been created.

Our policy has been prepared for administrators, teachers, parents, all staff and students and is valid for internet access and use of information communication technology devices.

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**Bornova Anatolian High School Directorate
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