



**GÜVENLİ
OKUL
GÜVENLİ
GELECEK**



KÜTAHYA GEDİZ ALTINKENT SECONDARY SCHOOL

eSAFETY POLICY and OBJECTIVES

Kütahya Gediz Altinkent Secondary School; While using technology such as computers, tablets and mobile phones covered by e-Security, it believes that it is an indispensable element for the protection of children and adults in the digital world. And necessary studies are carried out in this direction. She believes that virtual platforms and ICTs are an important part of daily life and works to support children in managing and responding to the risks they face in the virtual environment and learning ways to develop strategies. It has the obligation to provide high-quality Internet access to the community in order to raise education standards, promote success, support professional work of staff and improve management functions. It is responsible for ensuring that all our children and staff are protected from potential damage in virtual environments.

In line with the circular of e Taking Security Measures in Schools ün of the General Directorate of Support Services of M.E.B., Kütahya Gediz Altinkent Middle School; school policy was determined based on the themes of life safety, internet security, personal security, peer bullying, cyber bullying children's rights and protection, and all necessary e-security measures were taken.

PURPOSE OF E-SECURITY POLICY;

- ✓ To ensure that there is a safe environment in our school, we define the main principles that are expected from all members of society in relation to safe and responsible use technology.
- ✓ Protect and secure all members online.
- ✓ Awareness of all members of the community about the potential risks and benefits of technology.
- ✓ To ensure that all personnel work safely and responsibly, to model positive behaviors online and to be aware of the need to manage their own standards and practices while using technology.
- ✓ Identify procedures to be used explicitly in responding to online security concerns known to all members of the school.
- ✓ This policy applies to all staff, including the governing body, teachers, support staff, external contractors, visitors, volunteers and other people serving or performing on behalf of the school (collectively referred to as 'staff' in this policy) as well as children and parents.
- ✓ This policy applies to the use of information communication devices, including internet access and personal devices; It also applies to devices that are provided by the school for remote use, such as laptops, tablets or mobile devices where they work, to children, staff or others.

MEASURES TO BE APPLIED IN SCHOOL BUILDING, GARDEN AND CLASSES

- ✓ Student service vehicles are provided to take and unload students in safe and convenient places outside the school gardens, and student descent and boarding are done by attendant teacher.
- ✓ All kinds of security investigations are carried out for all personnel working in our school (service driver, İşkur Personel).
- ✓ In-school and out-of-school night vision feature can be seen in the camera system is available and actively used in our school.
- ✓ In order to ensure the safety of the school yard, we have a wall of our school in the school. School entrances and exits are made through a single door.

- ✓ For the safety of students in the school yard, vehicle entrances and exits are prohibited.
- ✓ In our school, necessary measures are taken to minimize risk factors such as violence, peer bullying and aggression. Preventive and preventive works are carried out within the scope of school security approach and continuous cooperation is provided with relevant institutions and organizations.

INTERNET SECURITY (eSAFETY --- eSAFETY)

Within this scope, the following e-security measures are taken in our school

- ✓ School principals and school staff show the necessary sensitivity for the safe use of the internet. The school leader and staff receive the necessary training for internet security.
- ✓ School staff and stakeholders are open to digital developments and new trends.
- ✓ School staff regularly train students, parents and stakeholders.
- ✓ School personnel carry out studies to promote awareness of students about the healthy use of online technologies. The school's Internet provider (MoNE) has blocked access to all kinds of harmful content. Access to these sites is attached to the MEB internet filtering network.
- ✓ Ministry of National Education General Directorate of Legal Services
- ✓ Taking pictures and publishing students, parents and staff is prohibited for security reasons due to the article on Using Social Media in Schools.
- ✓ By setting the privacy and security settings of the browsers, cyber bullying can be prevented by using a virus program.
- ✓ Necessary precautions are taken to prevent the use of mobile devices / mobile phones for educational purposes. School staff pay attention to the language and style they use online.
- ✓ For the security of the Internet, the passwords used by the personnel are changed at regular intervals.
- ✓ As the school security coordinator, the school principal takes the necessary measures.
- ✓ In case of violation of the measures taken within the scope of our school internet security policy, all legal actions are taken.
- ✓ The address, telephone, fax and e-mail address of our school is available on our website. After the approval of our school principal, all content published on our site is put on the site by the IT department. The web site of our school is the responsibility of our IT department and strong

security measures have been taken. Student studies are published with the permission of their parents. All photos and videos are shared with the permission and approval of the school administration in accordance with the policy of the school.

- ✓ In addition to the parents' permission, the photograph is not taken and used without the permission of the student.
- ✓ Before a video that will be prepared by the students is prepared, the students who are assigned to this should get permission from their teachers. In all shared student-based activities, parents' consent must be obtained prior to the event. ,
- ✓ Video conferencing will take place through official and approved sites.
- ☐ Users cannot share images of school students and employees in personal social media accounts without approval by the school authorities.
Internet; While it has become one of the most important tools in accessing information, we can connect it to the curriculum in the school and provide our students and teachers with the right information in the safest way. We have secured all our IT devices in accordance with our usage policy by making necessary filters. The use of effective and efficient online materials by all our employees, parents and students
- ☐ has been informed about.
- ✓ E-security and cyber bullying issues are included in the annual plans of certain courses, and information is transferred to students during these years. Online materials are an important part of teaching and learning and are actively used within the curriculum.
- ✓ Every year in February, a secure internet day is celebrated in our school. It is forbidden to use personal cell phones during school hours. Students who hand over their cell phones to the assistant manager during the day take their phones back in the evening.
- ✓ The responsibility for any personal devices lies with the person himself.
- ✓ Our school does not accept negative health and legal responsibilities arising from the use of such devices.
- ✓ Our school takes all necessary measures to protect personal mobile phones and information devices from loss, theft and damage, but the responsibility lies with the individual.
- ✓ The students of our school can use the phones of the school under the supervision of a school administrator when they need to call their parents.

- ✓ Our students must obtain permission from the school administration to use their personal devices for educational purposes (use of web 2 tools, etc.). Our parents are informed that they should not interview their students during school hours. If there are compulsory situations, they should be allowed to interview with the permission of the school administration. Our students are informed that they should only share their mobile phone numbers with trusted people and not share their personal information such as mobile phones with people they do not know.
- ✓ Employees (teachers, supervisors, staff, etc.) should continue their duties by muting or turning off their personal mobile phones during class hours.