

Sultan Abdülhamit Han Secondary School

e-Security Policy Objectives and Policy Scope

- Sultan Abdülhamit Han Secondary School believes that online security (e-Security) is an indispensable element for the protection of children and adults in the digital world while using technology such as computers, tablets, mobile phones or game consoles.
- Sultan Abdülhamit Han Secondary School believes that internet and information communication technologies are an important part of daily life. Therefore, young people should be supported to learn how to manage risks and develop strategies to respond to them.
- Sultan Abdülhamit Han Secondary School is obliged to provide high quality internet access in order to raise the standards of education, promote success, support the professional work of the staff and improve the management functions.
- Sultan Abdülhamit Han Secondary School is responsible for ensuring that all young people and staff are protected online from potential damages.
- This policy is intended for administrators, teachers, support staff, young people and parents.
- This policy applies to the use of communication devices, including internet access and personal devices; This includes devices provided by the school for remote use, such as laptops, tablets or mobile devices where young people, staff or other people work.

The responsibilities of all employees are:

- Contribute to the development of online security policies.
- Read and adhere to Acceptable Use Policies.
- Be responsible for the security of school systems and data.
- To be aware of online security and to know how they can relate to young people in their care.
- Model good practices when new and emerging technologies are used.
- Associate curriculum and online safety training as much as possible.
- Identifying and taking action by monitoring school protection policies and procedures.
- Emphasis on positive learning opportunities.
- To take personal responsibility for professional development in this field.

The main responsibilities of young people are:

- Contribute to the development of online security policies.
- Read and adhere to Acceptable Use Policies.

- Respect the feelings and rights of others, online and offline.
- If things go wrong, seek help from a trusted adult and support others who are experiencing online security issues.
- Take responsibility to protect themselves and others online.
- To be responsible for their own awareness and learning about the opportunities and risks of new and emerging technologies.

The main responsibilities of the parents are:

- Reading School Acceptable Use Policies, encouraging children to adhere to this policy and ensuring that they adhere to them as appropriate.

Discuss online safety issues with your children, support the school's online safety approaches, and reinforce appropriate safe online behavior at home.

- Modeling the safe and appropriate use of technology and social media.
- Identify changes in behavior that indicate that the child is at risk of harm online.
- Seek help or support from the school or other appropriate institution if your children encounter problems online.
- Contribute to the creation of the school's online security policies.
- Safe and appropriate use of school systems such as learning platforms and other network resources.

Managing the School Website

- The contact details on the website will be the school address, e-mail and telephone number. Personal information of staff or students will not be published.
- The Principal will assume the overall publication responsibility for the published online content 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, privacy policies, and copyright.
- To protect against spam emails, email addresses will be published online carefully.
- Student studies will be published with the permission of the students or with the permission of their parents.
- The administrator account of the school website will be protected by being properly encrypted with a strong password.

Publishing images and videos online

- The school will ensure that all pictures and videos shared online are used in accordance with the school official use policy.
- The school will ensure that all pictures and videos are contained in accordance with other policies and procedures, such as data security, Acceptable Use Policies, Code of Conduct, social media, use of personal devices and mobile phones.
- In accordance with the image policy, parents' written consent will always be obtained prior to electronic publication of students' pictures / videos.

Official video conferencing and webcam use for educational purposes

- The school recognizes that video conferencing is a challenging activity with a wide range of learning advantages. Preparation and evaluation are required for the whole activity.
- All video conferencing equipment will be turned off when not in use and appropriate, not set to auto-answer.
- External IP addresses will not be available to other sites.
- Video conference communication details will not be publicly shared.
- Video conferencing equipment will be securely held and, if necessary, locked when not in use.
- Staff will ensure that external video conferencing opportunities and / or tools are properly assessed and ensure that accounts and systems used to access events are appropriately safe and confidential.

Users

- Students will ask a teacher for permission before preparing or replying to a video conference call or message.
- Video conferencing will be appropriately supervised for students' age and ability.
- Parents' consent will be obtained before the students participate in the video conference activities.
- Video conference will take place through formal and approved communication channels following a sound risk assessment.
- Only master managers will be granted access to the video conference management areas or remote control pages.

- Private login and password information for educational video conferencing services will be provided to staff only and will be kept confidential.

Content

- When recording a videoconferencing course, written permission will be obtained from all sites and participants. The reason for recording should be specified at the beginning of the conference and the video conference recording should be open to all parties. The recorded materials will be stored safely.
- If third-party materials are to be included, the school will check whether this record is acceptable to avoid infringing the third party's intellectual property rights.
- The school will dialogue with other conference participants before attending a video conference. If it is not the school, the school will check that it has received the material appropriate for the class.

Convenient and safe use of the Internet and related devices

- The use of the Internet is an important feature of educational access, and all students will receive appropriate age and ability to support and assist them in developing strategies to address 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 school equipment will be used in accordance with the School's Acceptable Use Policy and appropriate safety precautions.
- Students will be trained on the effective use of internet research, including skills in positioning, retrieving, and evaluating information.
- The school will ensure that staff and students comply with the copyright laws of materials derived from the Internet and accept their sources of information.
- Evaluation of online materials is part of teaching and learning in all subjects and is seen as a whole in the curriculum.

Use of Personal Devices and Mobile Phones

- The use of mobile phones and other personal devices by young people and adults will be agreed by the school and the school will take part in appropriate policies, including Acceptable Use or Mobile Phone Policy.
- Sultan Abdülhamit Han Secondary School is aware that personal communication with mobile technologies is an accepted part of daily life for young people, staff and parents; however, it requires the safe and proper use of such technologies at school.

- Use of personal devices and mobile phones shall be carried out in accordance with the law and other appropriate school policies.
- Abuse or the sending of inappropriate messages or content by mobile phones or personal devices is prohibited by any member of the community and any violation is treated as part of its disciplinary / behavioral policy.
- All members of Sultan Abdülhamit Han Secondary School community are encouraged to take steps to protect their mobile phones or devices from loss, theft or damage.
- Passwords and pin numbers must be kept confidential. Mobile phones and personal devices should not be shared.

Students' use of personal devices and mobile phones

- Students will be trained in the safe and proper use of personal devices and mobile phones.
- All use of students' mobile phones and personal devices will be in accordance with the acceptable use policy.
- Mobile phones or personal devices may not be used by students during classes or official school hours unless students are covered by an approved and directed curriculum- based activity with the consent of a faculty member.
- The use of students' mobile phones or personal devices at the educational event will only take place when approved by the school administration.
- When a student needs to call their parents, they are allowed to use the school phone.
- Parents are advised not to communicate with their children by mobile phone during school hours and to contact the school administration. In exceptional cases, exceptions may be allowed as approved by the teacher.
- Students should give their phone numbers only to trusted friends and family members.
- If the material on the student's personal device or mobile phone is suspected to be illegal or provide evidence of a criminal offense, the device is delivered to the police for further investigation.

Personnel use of personal devices and mobile phones

- Staff can't use mobile phones to take photos or videos of students. phones, tablets, or cameras, and use only the equipment provided for this purpose.
- Staff do not use any personal devices directly with students and use only the equipment provided

by the school during the course / training activities.

- Staff will ensure that any use of personal telephones and devices is always carried out in accordance with data protection and relevant school policies and procedures.
- Personnel, personal mobile phones and devices are switched off / in silent mode during class hours.
- Bluetooth or other forms of communication must be "hidden" or turned off during class hours.
- In case of emergency, personal mobile phones or devices may not be used during the school term unless authorized by the school administration.
- Disciplinary action is taken if a staff member violates school policy.
- Any claim involving personal use of staff's mobile phones or devices will be responded to by following the school management policy.

Education of Students

- An online security (e-Security) curriculum is created and included throughout the school to raise awareness among students of the importance of safe and responsible internet use.
- Training on safe and responsible use will take place prior to internet access.
- Student contributions will be sought when writing and developing school online security policies and practices, including curriculum development and implementation.
- Students will be supported to read and understand the Acceptable Use Policy in accordance with their age and abilities.
- Acceptable Use expectations and Posters will be published in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be strengthened in the curriculum and in all matters.
- The school will reward students when they use technology positively.
- The school will implement peer education to improve online safety in line with the needs of the students.

Staff Training

- Online security (e-Security) policy will be formally provided and discussed for the participation of all employees and will be strengthened and emphasized as part of our protection responsibility.

- Personnel will be aware that Internet traffic can be monitored and tracked to a single user. Discretion and professional behavior are required when using school systems and devices.
- Up-to-date and appropriate staff training on safe and responsible Internet use will be provided to all members of staff in a variety of ways on a regular (at least annual) basis.

Parents' Education

- Sultan Abdülhamit Han Secondary School acknowledges that parents have an important role to play in order for children to become reliable and responsible users of the Internet and digital technology.
- Parents' attention will be directed to school online security (e-Security) policy and expectations on the school descriptions and school website.
- Parents will be encouraged to read the School's Acceptable Use Policy and discuss their impact with their children.
- Information and guidance for parents on online security will be provided.
- Parents will be encouraged to role modeling online for their children.

Responding to Online Events and Protection issues

- All members of the school are involved in sexual messaging, online / cyber bullying, etc. You will be informed of the variety of online risks that may occur. This will be emphasized within staff training and training approaches for students.
- All members of the school are subject to filtering, sexual messaging, cyber bullying, illegal content violation, etc. such as online security (e-Security) concerns.
- Complaints about misuse of the Internet will be handled within the school's complaints procedures.
- Complaints about online / cyber bullying will be handled within the school's anti-bullying policy and procedure.
- School grievance procedure will be communicated to students, parents and staff.
- All members of the school should be aware of the importance of confidentiality and the need to follow formal school procedures to report concerns.
- Upon completion of any investigation, the school will receive information, identify lessons learned and apply changes as required.
- Parents and students need to collaborate with the school to solve problems.

