

TEMAŐALIK İLKOKULU
E-SECURITY SCHOOL POLICY and RULES



GOAL:

- In the use of internet, computer, laptop and mobile phone in the e-security studies of TemaŐalik Primary School Directorate; It aims to protect messages, parents, teachers and all.
- Since the Internet and technology are an important part of life, everyone should be informed about risk management and strategy development methods.
- Our policy has been prepared for administrators, teachers, parents, all individuals and students. It applies to internet access and use of information communication devices.

RESPONSIBILITIES:

- To be for the publication of e-security policies.
- Taking responsibility for the development of the learning acquisition process.
- Getting e-security safeguarded to protect the school and its insiders.
- Using technology in a safe and responsible manner.
- In case of damage, to observe in danger and to convey to relevant units.

SCHOOL WEBSITE:

- As TemaŐalik Primary School Directorate, our website contains information about our school's address, telephone and e-mail address.
- All contents of shopping on our site are put on the site by the relevant teacher or school principal after the approval of our school principal.
- Strong security measures have been taken in our school's website within the relevant teachers and the school principal.
- Student tests are published with the permission of their parents.

SHARE IMAGES AND VIDEOS:

- All shared photos and videos are shared with the permission and approval of the school administration in accordance with the school policy.
- Parents' permissions are taken for all student-related posts.
- No photographs are taken or used without the parents' permission.

USERS:

- Before a video to be prepared for application is prepared, permission is required from their respective teachers.
- In all shared student groups, permission should be obtained from the parents of the sample concerned.
- Conducting oral conferences on official and approved sites.
- Users cannot share pictures or videos of students and employees on their personal social media accounts without the approval of the school authorities.

CONTENT:

- Video conferences will be held over sites where all stakeholders can participate.
- Communication with all stakeholders is required before video conferencing can take place.
- All contents that concern school students and their personal will be open to sharing only after passing through the control and approval processes.

SAFE USE OF INTERNET AND INFORMATION DEVICES:

- Internet; We learn correctly and reach our teachers by associating it with the curriculum at the school, while coming as one of the important means of reaching.
- Our internet access is arranged according to the age and abilities of our students.
- We have made the necessary filtering secure in accordance with our policy of using our school's information devices.
- All our employees, parents and students were informed about the effective and efficient use of online materials.
- E-security and cyberbullying issues are included in the annual plans of certain courses and knowledge transfer continues this year.
- It is actively used in the curriculum, which is an important part of teaching and learning.
- Safe internet day is celebrated with activities in our school.

SECURITY TRAINING:

- The e-security curriculum for students is added to the annual plans of the relevant courses and this is informed.
- E-security trainings are provided for parents of students in our school.
- Classroom teachers are given trainings for the sale of the order that our students receive.
- Students who use technology positively will be rewarded.
- Online security policy will be officially announced to all our employees.
- Our school celebrates an internet day in February. Today, bulletin board productions and social media posts are made in school corridors and classrooms.

USE OF MOBILE PHONES AND PERSONAL DEVICES:

- Our students are prohibited from using personal mobile phones during school hours. Students who hand over their mobile phones to the school principal for emergency use are back at the check-out time.
- Failure to deliver their mobile phone to the administration is immediately reported to their parents.
- Any personal device responsibility belongs to the user.
- Our school does not accept any negative health and legal responsibilities arising from the use of such devices.
- At our school, all necessary information is obtained for the loss, theft and encryption of personal mobile phones and information devices. However, it belongs to the responsibility.
- Only use of the school belonging to the school under the supervision of the school administrator in meetings with 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 not to meet with students during school hours. If there are compulsory situations, about their meeting with the permission of the school administration.
- Our students are made aware of sharing their mobile phone numbers only with trusted people and not sharing their personal information such as mobile phones with people they do not know.
- Employees (teacher, administrator, employee, etc.) must continue their duties by logging in or turning off their personal mobile phones during class hours.
- Discipline is assigned to act against the school policy of the employees (teachers, administrators, staff, etc.).
- Institutional education (teachers, administrators, staff, etc.) and students are included in the legal evaluation reports of all kinds of content and messaging sent by them or from the employees of the institution via social media or chat programs. shared. In order to prevent such a situation, necessary information is taken.

ONLINE ACTIVITIES AND PROTECTION:

- All Members of our school will be informed about the risks.
- Informative activities such as illegal content, security breach, cyber bullying, sexual messaging, child abuse, and personal information work are carried out in our school.
- Awareness is tried to be raised by implementing secure internet.
- All complaints about information technologies and faults in our school, rather than abuse of the Internet, will be reported to the school principal.
- All Members of our school are informed of their behavior according to official school rules in order to remove privacy and security concerns.
- In case of negativities, the school is responsible for fulfilling its duties.
- Staff (teachers, administrators, staff, etc.) should act with the school for parents and main hosts.

28/01/2021

Mehmet Emin CAN

School Principal