eSafety Label - Assessment Form

Infrastructure

Technical security

Question: Are filtering levels uniform across schools or do they depend on user profiles (teacher, pupil, admin staff, etc.) and their level of maturity/seniority?

> **Answer:** Differentiated levels are applied to different ages of pupils and staff.Staff are able to request that certain sites are unblocked or blocked as appropriate.

Question: Are existing ICT services regularly reviewed, updated and removed if no longer in use?

> **Answer:** Yes, this is part of the job description of the ICT coordinator.

Pupil and staff access to technology

Question: Are staff and pupils allowed to use their own equipment on the school WiFi network? How is this monitored?

> **Answer:** Staff and pupils are able to access the WiFi using their own personal devices. Use is governed by a robust Acceptable Use Policy, which is agreed and understood by all.

Question: What is the pupil/computer access in your school?

> **Answer:** There are specific computer labs, which can be booked by the teacher and the teachers make good usage of this option.

Data protection

Question: How are staff and pupil passwords generated for access to your school system?

> **Answer:** It is up to the individual teacher and/or the ICT coordinator. I am not sure how these are generated.

Question: Do you consistently inform all school members about of the importance of protecting devices, especially portable ones?

> **Answer:** Yes, we provide training/manuals around issues like these.

Software licensing

Question: Does someone have overall responsibility for licensing agreements?

> **Answer:** Yes.

Question: Has the school set a realistic budget for the software needs?

> **Answer:** No.

IT Management

Question: What happens if a teacher would like to acquire new hard/software for the school network?

> **Answer:** It is up to the head teacher and/or ICT responsible to acquire new hard/software.

Question: Once new software is installed, are teachers trained in its usage?

> **Answer:** Yes, when we roll-out new software, training and/or guidance is made available.

Policy

Acceptable Use Policy (AUP)

Question: Are eSafety issues referred to in other school policies (e.g. behaviour, anti-bullying, child protection)?

> **Answer:** Yes, eSafety is an integral part of several school policies.

Question: How do you ensure the school policies are up to date?

> **Answer:** They are revised yearly.

Reporting and Incident-Handling

Question: Is there a clear procedure detailing what to do if inappropriate or illegal material is discovered?

> **Answer:** Yes.

Question: Are incidents of cyberbullying logged centrally?

> **Answer:** Not really, handling cyberbullying incidents is up to the individual teacher.

Staff policy

Question: Are teachers permitted to use personal mobile devices in the classroom?

> **Answer:** Yes.

Question: Do you inform teachers about the risks that come with potentially non-secured devices, such as smartphones?

> **Answer:** Yes, they are clearly formulated in the School Policy and discussed in regular intervals.

Pupil practice/behaviour

Question: Is there a school wide hierarchy of positive and negative consequences to address pupils' online behaviour?

> **Answer:** Yes and this is clearly understood by all and applied consistently throughout the school.

Question: When discussing eSafety related aspects, do pupils have the possibility to shape (extra-curricular and curricular) school activities based on what is going on in their daily lifes?

> **Answer:** Pupils are actively encouraged to choose topics of their interest and/or shape extra-curricular activities.

School presence online

Question: Does the school have an online presence on social media sites?

> **Answer:** Yes.

Question: Is it possible for pupils to take part in shaping the school online presence?
> **Answer:** No.

Practice

Management of eSafety

Question: How involved are school governors/school board members in addressing eSafety issues?
> **Answer:** They are sometimes involved.

Question: Technology develops rapidly. What is done to ensure that the member of staff responsible for ICT is aware of new features and risks?
> **Answer:** The job description outlines that the member of staff responsible for ICT needs to keep up to date on technologies.

eSafety in the curriculum

Question: Is (cyber)bullying discussed with pupils as part of the curriculum?
> **Answer:** Yes, we make this a priority in our school from a young age.

Question: Are pupils taught about the risks of sexting?
> **Answer:** Yes, sexting is integrated into our eSafety and our sex education teaching at appropriate times.

Extra curricular activities

Question: Do pupils do peer mentoring about eSafety?
> **Answer:** No.

Question: Does your school celebrate 'Safer Internet Day'?
> **Answer:** Yes, the whole school celebrates 'SID'.

Sources of support

Question: Does the school provide eSafety support for parents?
> **Answer:** Yes, when asked.

Question: Do pupils have a means to address a trusted adult in confidence if an online incident occurs outside the school?
> **Answer:** Yes, the school counselor is knowledgeable in eSafety issues.

Staff training

Question: Are teachers trained on the topic of cyberbullying?
> **Answer:** Yes, every teacher.

Question: Are teachers aware about the technology that pupils spend their freetime with?

> **Answer:** Yes, this is part of the training and/or information package provided to teachers.