



YEŞİLYURT PRESCHOOL ESAFETY POLICY

1. OBJECTİVES;

a. Yeşilyurt Preschool, believes that online safety (eSafety) is an indispensable element for the protection of children and adults in the digital world while using computers, tablets, mobile phones or game consoles.

b. Yeşilyurt Preschool, believes that internet and information communication technologies are an important part of daily life.

c. Yeşilyurt Preschool, 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.

d. Yeşilyurt Preschool, is responsible for ensuring that all stakeholders are protected from potential damage when they are online.

2. SCOPE;

a. This policy is intended for administrators, teachers, support staff, students and parents. All these elements are described as stakeholders.

b. This policy applies to the use of internet access including remote use and all communication devices of stakeholders including personal devices.

3. RESPONSIBILITIES;

The responsibilities of all employees are as follows;

- a. Contribute to the development of online safety policies.
- b. Read and adhere to Acceptable Use Policies.
- c. Be responsible for the safety of school systems and data.
- d. To be aware of online safety and to know and to share with parents.
- e. Modelling good practices when new and emerging technologies are used.
- f. Associate curriculum and online safety training as much as possible.
- g. Identifying risky subjects and taking action by monitoring school protection policies and procedures.
- h. Emphasis on positive learning opportunities.
- i. To take personal responsibility for professional development in this field.

The responsibilities of the parents are as follows:

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

- b. Reading School Acceptable Use Policies, encouraging children to adhere to this policy and ensuring that they adhere to them as appropriate.
- c. Modeling the safe and appropriate use of technology and social media.
- d. Identify changes in behavior that indicate that the child is at risk of harm online.
- d. Seeking help or support from the school or other appropriate institution if parents or children encounter problems online.
- e. Safe and appropriate use of school systems such as learning platforms and other network resources.
- f. To be responsible from self knowledge and consciousness about opportunities and risks of new and improving technologies.

4. MANAGING THE SCHOOL WEBSITE;

- a. 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.
- b. The Principal will assume the overall publication responsibility for the published online content and ensure that the information is accurate and appropriate.
- c. The website will comply with the school's publication guidelines, including accessibility, respect for intellectual property, privacy policies, and copyright.
- d. To protect against spam emails, email addresses will be published online carefully.
- e. Student studies will be published with the permission of the students or with the permission of their parents.
- f. The administrator account of the school website will be protected by being properly encrypted with a strong password.
- g. The school will inform the stakeholders about eSafety on website.

5. PUBLISHING IMAGES AND VIDEOS ONLINE;

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

6. OFFICIAL VIDEO CONFERENCING AND WEBCAM USE FOR EDUCATIONAL PURPOSES;

- a. 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.
- b. All video conferencing equipment will be turned off when not in use and appropriate, not set to auto-answer.
- c. External IP addresses will not be available to other sites.
- d. Video conference communication details will not be publicly shared.
- e. Video conferencing equipment will be securely held and, if necessary, locked when not in use.
- f. Video conferencing equipment will not be taken out of school without permission.
- g. 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.
- h. Video conferencing will be appropriately supervised for students' age and ability.

- i. Parents' consent will be obtained before the students participate in the video conference activities.
- j. Video conference will take place through formal and approved communication channels following a sound risk assessment.
- k. Only master managers will be granted access to the video conference management areas or remote control pages.
- l. Private login and password information for educational video conferencing services will be provided to staff only and will be kept confidential.
- m. 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.
- n. 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.
- o. The school will dialogue with other conference participants before attending a video conference.

7. CONVENIENT AND SAFE USE OF THE INTERNET AND RELATED DEVICES;

- a. The use of the Internet is an important feature of educational access,.
- b. The school's Internet access will be designed to develop and expand education.
- c. Internet access levels will be reviewed to reflect curriculum requirements and students' and parent age and abilities.
- d. All school equipment will be used in accordance with the School's Acceptable Use Policy and appropriate safety precautions.
- e. Stakeholders will be trained on the effective use of internet research, including skills in positioning, retrieving, and evaluating information.
- f. 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.
- g. Before accepting all the informations read or seen are true, suspicious thinking should be learned by all stakeholders.
- h. Evaluation of online materials is part of teaching and learning in all subjects and is seen as a whole in the curriculum.

8. USE OF PERSONAL DEVICES AND MOBILE PHONES;

- a. The use of mobile phones and other personal devices by stakeholders will be agreed by the school and the school will take part in appropriate policies, including Acceptable Use or Mobile Phone Policy.
- b. Yeşilyurt Preschool, 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.
- c. Use of personal devices and mobile phones shall be carried out in accordance with the law and other appropriate school policies.
- d. The responsibilities of the devices are belongs to the owners. The school does not accept the responsibilities about loss, theft or damage. Th school does not accept the responsibilities about negative effects of these devices to health.
- e. 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.
- f. All stakeholders of Yeşilyurt Preschool are encouraged to take steps to protect their mobile phones or devices from loss, theft or damage.

- g. Passwords and pin numbers must be kept confidential. Mobile phones and personal devices should not be shared.
- h. All stakeholders of Yeşilyurt Preschool are encouraged not to have aggressive, contemptful content (counter to school policy) in their devices and phones.

9. STUDENTS/PARENTS USE OF PERSONAL DEVICES AND MOBILE PHONES;

- a. All stakeholders will be trained in the safe and proper use of personal devices and mobile phones.
- b. All use of stakeholders' mobile phones and personal devices will be in accordance with the acceptable use policy.
- c. 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 teacher.
- d. The use of mobile phones or personal devices at the educational event will only take place when approved by the school administration.
- e. When there is a need to call their parents, it is allowed to use the school phone.
- f. 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.

10. PERSONNEL USE OF PERSONAL DEVICES AND MOBILE PHONES;

- a. Staff can't use mobile phones, tablets or cameras to take photos or videos of students and can use only the equipment provided for this purpose
- b. Staff do not use any personal devices directly with students and use only the equipment provided by the school during the course / training activities.
- c. 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.
- d. Personal mobile phones and devices are switched off / in silent mode during class hours.
- e. Bluetooth or other forms of communication must be "hidden" or turned off during class hours.
- f. In case of emergency, personal mobile phones or devices may not be used during the school term unless authorized by the school administration.
- g. Disciplinary action is taken if a staff member violates school policy.
- h. Any claim involving personal use of staff's mobile phones or devices will be responded to by following the school management policy.

11. STAFF TRAINING;

- a. Online safety (eSafety) 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.
- b. Personnel will be aware that Internet traffic can be monitored and tracked to a single user.
- c. 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.
- d. The school emphasizes appropriate online devices to reflect age and abilities of stakeholders.

12. EDUCATION OF STUDENTS AND PARENTS;

- a. An online safety (eSafety) curriculum is created and included throughout the school to raise awareness among stakeholders of the importance of safe and responsible internet use.
- b. Training on safe and responsible use will take place prior to internet access.
- c. Stakeholder's contributions will be sought when writing and developing school online safety policies and practices, including curriculum development and implementation.
- d. Stakeholders will be supported to read and understand the Acceptable Use Policy in accordance with their age and abilities.
- e. All users should be informed about tracking on internet and network.
- f. Acceptable Use expectations and Posters will be published in all rooms with Internet access.
- g. External support will be available to complete internal eSafety approaches of the school.
- h. The school will reward stakeholders when they use technology positively.
- i. Yeşilyurt Preschool, 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.
- j. Parents' attention will be directed to school online safety (eSafety) policy and expectations on the school descriptions and school website.
- k. Parents will be encouraged to read the School's Acceptable Use Policy and discuss their impact with their children.
- l. Information and guidance for parents on online safety will be provided.
- m. Parents will be encouraged to role modeling online for their children.

13. RESPONDING TO ONLINE EVENTS AND PROTECTION ISSUES;

- a. All stakeholders involved in drug usage content, sexual messaging, online / cyber bullying etc. will be informed of the variety of online risks that may occur.
- b. This will be emphasized within staff training and training approaches for students.
- c. All members of the school are subject to filtering, drug usage content, sexual messaging, cyber bullying, illegal content violation, etc. such as online safety (eSafety) concerns.
- d. Complaints about misuse of the Internet will be handled within the school's complaints procedures.
- e. Complaints about online / cyber bullying will be handled within the school's antibullying policy and procedure.
- f. Complaints about misuse of the Internet will be directed to the principal of the school.
- g. School grievance procedure will be communicated to students, parents and staff.
- h. All members of the school should be aware of the importance of confidentiality.
- i. Parents will be informed by the school about online risks when needed.
- j. Upon completion of any investigation, the school will identify lessons learned and apply changes as required.
- k. Parents and students need to collaborate with the school to solve problems.

Zuhal DEMİRÇİNİK
Principal of
Yeşilyurt Preschool