**ALI AKKANAT ANATOLIAN HIGH SCHOOL**

 **E-SECURITY ACCEPTABLE USE POLICY INFORMATION TEXT**

 **ACCEPTABLE USE POLICE(AUP)**

1. **OBJECTIVE:**

The purpose of this policy is to determine the terms of use and acceptable use policy of Ali Akkanat Anatolian High School Computer Systems.

• To protect and keep all members of our school online and to ensure their safety.

• To raise awareness of the potential risks and benefits of technology for our school administrators, teachers, students and staff.

• Ensuring that all staff work safely and responsibly, modeling positive behaviour online, and recognising the need to manage their own standards and practices when using technology.

• Clearly define procedures to be used when responding to online safety concerns known to all members of the school.

• Ensure that this policy applies to all staff, including the governing body, teachers, students, parents, support staff, external contractors, visitors, volunteers and others who perform services on behalf of the school (collectively referred to as 'staff' in this policy).

2**. OUR E-SAFETY POLICY:**

• In our school, there is an interactive board and secure internet access network in every area where lectures are made. EBA and eTwinning portals are also used in lectures. Secure internet access network is used with network security filtering.

• Our school has social networks such as website, YouTube and Instagram. The data published on these networks are shared in a controlled manner.

• Interactive boards are used to control teachers with security installation.

• In our school, students' mobile phones are kept in a closed position from the entrance to the school and are placed in a special section made for phones as long as the school continues.

• Seminars on topics such as ICT addiction, correct and safe use of ICT, Cyber Bullying are regularly organized by the guidance service to all classes.

• Our school has fixed boards for the correct and safe use of ICT.

•Due to the intensive use of interactive boards, a secure access network and EBA and eTwinning portals in our school, decisions are taken at school board meetings about the correct and safe use of ICT and students are informed about this.

•The teachers of our school have received / will receive distance and face-to-face trainings on Cyber Bullying, correct and safe use of ICT given by the Ministry of National Education.

•"Safer Internet Day" is celebrated in our school. • On the subject of e-safety, guvenliweb.org.tr on our school's website. site and links to videos and posters for students and parents quoted from it.

• Our school stakeholders can get information about the subject at any time.

•In our school, guvenliweb.org.tr in the celebrations of Safe Internet Day and seminars on the subject. information leaflets excerpted from the site are distributed.

• In the Computer Science course, internet ethics and safe internet use are conveyed to our students.

• In our school, 21st century communication skills are important. In this regard, efforts are made to improve the ICT usage skills of our students.

• In our school, efforts are made to raise awareness of our stakeholders about being a digital citizen.

• It is forbidden to take photos without permission in our school.

•The faces of our school's pupils will not be clearly displayed on any of the school's social media sites and in the project pictures within the eTwinning portal.

• The personal information provided by our students and parents when enrolling in our school is under the responsibility of the administration and is protected by it.

• The contact information of our parents can never be shared with 3rd parties except for their own information and wishes.

3. **RESPONSIBILITIES** :

The administration is responsible for the implementation of this policy. Ali Akkanat Anatolian High School Information Technologies Formator and E-Safety coordinator are responsible for the preparation and updating of this policy.

**A. The key responsibilities of all employees are:**

• Contribute to the development of online safety policies.

• Reading and adhering to the Acceptable Use Policies.

• Be responsible for the security of school systems and data.

• To have an awareness of a range of different online safety issues and to know how they can relate to children in their care.

• Modeling good practices when new and emerging technologies are used

• Associate online safety training with curriculum whenever possible.

• Following school protection policies and procedures, identifying individuals of concern and taking appropriate action.

• Emphasis on positive learning opportunities.

• Taking personal responsibility for professional development in this field.

**B. The main responsibilities of children and young people are:**

• Contribute to the development of online safety policies.

• Read and adhere to the school's Acceptable Use Policies.

• To respect the feelings and rights of others, online and offline.

• If things go wrong, seek help from a trusted adult and support others facing online safety issues.

• At a level appropriate to their individual age, abilities and weaknesses: Taking responsibility for protecting themselves and others online.

 •To be responsible for their own awareness and learning of the opportunities and risks brought by new and emerging technologies.

 • Assess the personal risks of using a particular technology and act safely and responsibly to limit those risks.

**C. The main responsibilities of parents are:**

• Read the School Acceptable Use Policies, encourage their children to adhere to this policy, and ensure that they adhere to it themselves as much as appropriate.

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

• To model the safe and appropriate use of technology and social media.

• Identifying changes in their behavior that indicate that the child is in danger of being harmed online.

• Seeking help or support from the school or other appropriate institutions if they or their children encounter problems or issues online.

• Contribute to the creation of the school's online safety policies.

• Using school systems such as learning platforms and other network resources in a safe and appropriate manner.

• To be responsible for their own awareness and learning of the opportunities and risks brought by new and emerging technologies.

4. **SCHOOL WEBSITE:**

• As Ali Akkanat Anatolian High School, our website has the address, telephone, fax and e-mail address information of our school.

• All content published on our site is put on the site by the information processing unit after passing the approval of the school administration.

• Strong security measures are taken by computer teachers and school administration on our school's website.

• Student works are published with the permission of their parents.

5. **SHARING IMAGES AND VIDEOS:**

• All photos and videos shared on the social media accounts of our school are shared with the permission and approval of the school administration in accordance with the school policy.

• Parents' permission is obtained for all sharing with student content.

• The image of the student who does not want his image to be published is not used.

• In sharing, the activity, not the person, is prioritized.

6**. USERS:**

• Before a video to be prepared by the students is prepared, the students who are involved in this will get permission from their teachers.

• In all shared student activities, the permission of the parents is obtained before the event.

• Virtual meetings, such as video conferencing, are held through official and approved software.

• Users may not share images of school students and employees on their personal social media accounts without approval by the school authorities.

7. **CONTENTS**

• When video conferencing is done, it is done through web applications that are accessible to all users.

• Participants must be contacted in advance before video conferencing takes place.

• All content that concerns/includes the school, students and employees is made available for sharing only after passing through the control and approval processes.

8. **SAFE USE OF THE INTERNET AND IT DEVICES:**

• Internet; While it has become one of the most important tools in accessing information, it connects it with the curriculum in the school and delivers the right information to our students and teachers in the safest way.

• The Internet limits our access according to the age and psychological characteristics of our students. It is developed according to their abilities.

• Our school's information devices are made secure by making the necessary filters in accordance with our usage policy.

• All our employees, parents and students are informed about the effective and efficient use of online materials.

• In the guidance and informatics courses, students are informed about issues related to E-security and cyberbullying.

• Online materials are an important part of teaching and learning and are actively used within the curriculum.

• February 6 "Safe Internet Day" is celebrated in our school.

9. **USE OF MOBILE PHONES AND PERSONAL DEVICES:**

• It is forbidden for our students to use personal mobile phones during school hours. When entering the first class in the morning, mobile phones are collected and put in the closet supervised by the school administration. Students receive their mobile phones after the last lesson.

• Students who do not put their mobile phones in the closet and take videos and photos with their mobile phones inside the school are processed in accordance with the Award and Discipline articles of the Secondary Education Institutions Regulation.

• The responsibility for any personal device belongs to the person himself.

• Our school does not accept health problems and legal responsibilities arising from the use of such devices.

• Our school takes the necessary precautions for the protection of personal mobile phones and information devices, but the responsibility belongs to the person.

• Our school students can use the school's phones under the supervision of a school administrator when they need to call their parents.

• Our students get permission from the school administration to use their personal devices for educational purposes (such as the use of web 2.0 tools...).

• Our parents are informed not to meet with their students during school hours. In compulsory cases, they are provided with permission from the school administration to make interviews.

• Our students are made aware that they should only share their mobile phone numbers with reliable people and not share personal information such as mobile phones with people they do not know or find reliable.

• Employees of the institution (teachers, administrators, staff, etc.) continue their duties by muting or turning off their personal mobile phones during class hours.

• Employees of the institution (teachers, administrators, staff, etc.) and students bear legal responsibility for all kinds of content and messages that will come from students or employees of the institution or that they will send themselves through social media or chat programs. Inappropriate content and messages are immediately shared with the school administration. Necessary precautions are taken to avoid such a situation.

10. **E-SECURITY TRAINING**

• Topics related to e-Safety are covered in guidance and informatics courses.

• The online safety policy is officially announced to all our employees.

• February 6 is Safer Internet Day celebrated in our school. Exhibitions and panel works on the subject are made and shared on the social media platforms of our school.

11. **ONLINE EVENTS AND PROTECTION :**

• All employees and students of our school are informed about online risks.

•In our school, information activities are carried out on issues such as illegal content, security violation, cyberbullying, sexual messaging, child abuse, personal information security. Cooperation is made with the school police .

• 6 February Safe Internet Day is celebrated in our school.

• All complaints about the misuse of the internet, information technologies and equipment in our school are reported to the school principal. In case of negativities, the school is responsible for taking the necessary actions.

• All employees and students of our school are informed to act in accordance with official school rules to eliminate privacy and security concerns.

• The school regulates the rules to be followed when using social media accounts.

• Those who work in solving problems (teachers, administrators, staff, etc.), parents and students should act together.

**E-Safety Commission: Website Publication Commission**

Fadime Özen (English Teacher) Aysun Güler (Biology Teacher)

 Onur Cansız (Maths Öğretmeni)

Burcu Güneş (Guidance Counselor) İffet Demirci (German Teacher)

 SCHOOL PRINCIPAL

 Kenan AKCAY