

T.C.

OSMANGAZİ KAYMAKAMLIĞI

OSMANGAZİ İLÇE MİLLİ EĞİTİM MÜDÜRLÜĞÜ

**BURSA FATİH MESLEKİ ve TEKNİK ANADOLU LİSESİ**

**e-Security POLICY and OBJECTIVES**

1. Our school believes that E-safety (e-Security) is an indispensable element for the protection of children and adults in the digital world when using technology such as computers, tablets and mobile phones. And this Necessary studies are carried out in this direction.
2. Our school believes that virtual platforms and information and communication technologies are an important part of daily life and carries out supportive work for children to learn ways to manage and react to the risks they face in the virtual environment and to develop strategies.
3. Our school has an obligation to provide the community with quality Internet access to raise educational standards, promote achievement, support the professional work of staff, and improve management functions.
4. Our school aims to protect all our children and staff from potential harm in virtual environments.  
Responsible for providing
5. AT OUR SCHOOL, the purpose of the E-Security policy is;
  - . OUR SCHOOL to define the main principles expected of all members of society regarding safe and responsible use technology to ensure a safe and secure environment.
  - . OUR SCHOOL to protect and secure all members of its community online.
  - . To raise awareness among all members of our school community about the potential risks and benefits of technology.
  - . To ensure that all personnel work safely and responsibly, positive behavior online modeling and being aware of the need to manage their own standards and practices when using technology.
  - . To define procedures to be used explicitly when responding to online safety concerns known to all members of the school.
  - . This policy applies to all staff, including the governing body, teachers, support staff, external contractors, visitors, volunteers, and others who serve or perform on behalf of the school (collectively referred to as 'staff' in this policy), as well as children and parents.
  - . This policy applies to internet access and use of information communication devices, including personal devices; This also applies to school-issued devices for remote use by children, staff or others, such as laptops, tablets or mobile devices where they work.

6. Online Communication and Safer Use of Technology Administering the school website

- a) The contact information on the website will be the school address, email and phone number. Personal information of staff or students will not be published,
- b) The Head of School will take overall editorial responsibility for the online content posted 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 rights, privacy policies, and copyright.
- d) E-mail addresses will be carefully published online to avoid spam mails.
- e) Student work will be published with the permission of the students or their parents.
- f) The administrator account of the school website will be protected with a suitably strong password.
- g) The school will post information about protection on the school website for members of the community, including online safety.

**Use of Personal Devices and Cell Phones**

- a) Widespread ownership of cell phones and other personal devices among children, teenagers and adults requires that all our school members take steps to ensure responsible use of cell phones and personal devices
- b) The use of mobile phones and other personal devices by young people and adults will be decided by the school and the school Acceptable Use or Cell Phone Policy.
- c) Our school ensures that personal communication with mobile technologies is a daily basis for children staff and parents. Our school realizes that it is an accepted part of life; however, it requires the safe and appropriate use of such technologies in school.





- Cell phones or personal devices can not be used by students during classes or official school hours unless they are part of an approved and directed curriculum-based activity with the approval of a faculty member.
- The use of mobile phones or personal devices by children in educational activities is regulated by the school administration, will occur when approved.
- It is recommended that parents do not communicate with their children on their mobile phones during school hours and apply to the school administration. Exceptions may be permitted in exceptional circumstances as approved by the teacher.

- Students should only give their phone numbers to trusted friends and family members.
- Students will be taught the safe and appropriate use of mobile phones and personal devices, and the limitations and consequences will be recognized.

○ **Use of personal devices and mobile phones by personnel**

- Personnel are not allowed to connect their personal phones or devices with children, young people and their families, inside or outside the setting, in a professional capacity. Any pre-existing relationships that would endanger this issue will be discussed with managers.
- Personnel do not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and only use business-provided equipment for this purpose
- Staff do not use any personal devices directly with children and only uses equipment provided by the school.
- Staff shall ensure that any use of personal phones and devices is carried out at all times in accordance with data protection and relevant school policy and procedures
- Personal mobile phones and devices of the personnel are turned off/switched to silent mode during class hours.
- Bluetooth or other forms of communication should be "hidden" or turned off during class hours.
- Personal mobile phones or devices cannot be used during teaching periods unless authorized by the school administration in emergencies.
- The professional role and expectations of the content purchased on the site via staff, mobile phones and personal devices will make it compatible with
- Disciplinary action is taken when a staff member violates school policy.
- The police will be contacted if a staff member has illegal content recorded or stored on a mobile phone or personal device or has committed a criminal offence.
- Any allegation involving staff's personal use of mobile phones or devices will be responded by following the policy.

**Visitors use of personal devices and mobile phones**

- Parents and visitors should use mobile phones and personal devices in accordance with the school's acceptable use policy.
- Mobile phones or personal devices are used by visitors and parents to take photos or videos. Use of devices must be done in accordance with the school picture use policy.
- The School will provide and present appropriate signage and information to inform visitors about usage expectations.
- Staff are expected to oppose problems when appropriate and safe and will always report any violations by visitors to the administration.



### **Expectations for the safe use of personal devices and mobile phones**

- a) Use of personal devices and mobile phones will be conducted in accordance with the law and other appropriate school policies
- b) The responsibility of any electronic device brought to the site belongs to the user. School assumes no liability for damage, loss or theft of such items. The school accepts no responsibility for any potential or actual adverse health effects caused by such devices.
- c) Sending abuse or inappropriate messages or content to mobile phones or personal devices .Posting is prohibited by any member of the community and any violation will be treated as part of a disciplinary/behavioral policy.
- d) All members of our school are advised to use passwords/pin numbers to ensure that unauthorized calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers must be kept confidential. Cell phones and personal devices should not be shared.
- e) All members of our school are advised to ensure that their mobile phones and personal devices do not contain any content that is offensive, defamatory or otherwise inconsistent with school/setting policies.

### **Use of students' personal devices and mobile phones**

- a) Students will receive training in the safe and appropriate use of personal devices and mobile phones.
- b) Using information tools by speaking, taking audio and video without the knowledge and permission of the school administration and the teacher is strictly forbidden it s also forbidden to send messages and e-mails, to share them with their friends, to use them in a way that negatively affects education and to have a telephone during school hours.
- c) All use of mobile phones and personal devices by children complies with the acceptable use policy will take place.

