



EGE PRIMARY SCHOOL SCHOOL POLICY

E-SAFETY SCHOOL POLICY AND RULES PURPOSE:

- With the help of e-safety studies of Ege Primay School, we aim to protect internet, smart board, computer and students, parents , teachers and all personnel.
- Since the internet and technology are an important part of life, everyone is responsible for risks.Awareness should be raised about learning management and strategy development methods.
- Our policy prepared for administrators, teachers, parents, all staff and students is valid for internet access and the use of information communication devices.

RESPONSIBILITIES:

- To contribute to the development of e-safety policies.
- Taking responsibility for professional development in the positive learning phase.
- Take responsibility for e-safety to protect the school and its contents.
- Using technology safely and responsibly.



- Observing the danger in case of damage and conveying it to the relevant units.

SCHOOL WEBSITE:

- As Ege Primary School, our school's address, telephone, fax and e-mail address information is available on our website exists.
- After all the content published on our site is approved by our school principal, the information placed on the site by the processing unit.
- Our school's website is under the responsibility of our IT commission and has strong security measures have been taken.
- Student works are published with the permission of their parents.

SHARING IMAGES AND VIDEOS:

- All shared photos and videos must be approved by the school administration in accordance with the school policy shared with consent.
- Parents' permissions are obtained for all student-related posts.



- In addition to the parent's permission, the student's photo is not taken and used without the permission of the student.

USERS:

- In all student-based activities shared, the permission of the parents must be obtained before the activity.
- Video conference, zoom, team meetings will be held through official and approved sites.
- Users, in their personal social media accounts, include school students and employees. They cannot share the images without being approved by the school authorities.

CONTENTS:

- During the video conference, it will be done on the sites where all users can participate.
- Communication with other schools must be established before videoconferencing can take place.
- All content that concerns/includes school students and staff, but only under control and after going through the approval processes, it will become available for sharing.

SAFE USE OF THE INTERNET AND INFORMATION DEVICES:



- Internet; While it has become one of the most important tools in reaching information, by associating it with the curriculum, we provide the right information in the safest way to our students and we can deliver our teachers.
- We have integrated our internet access according to the age and abilities of our students.
- In accordance with our policy to use all our school's information devices, We have made it safe by filtering.
- All of our employees, parents and students use effective and efficient online materials informed about its use.
- Conscious Use of Technology and cyberbullying issues are included in the annual plans of certain courses and transfer of information to students on these subjects continues throughout the year.
- Online materials are an important part of teaching and learning and are active in the curriculum used as.
- 10-11 February Safe Internet Day is celebrated in our school.
- Our school fully implements security procedures in accordance with 5651 law, HARDWARE FIREWALL with SOPHOS applications and an institutional



structure ANTIVIRUS application is used. Additionally HOTSPOT security measure for wi-fi is also included in the system. An additional username and password are added after password entry. However, it also requires the user's mac address to be registered in the system is the system.

USE OF MOBILE PHONES AND PERSONAL DEVICES:

- The use of personal mobile phones by our students is prohibited during school hours. The use of the camera is prohibited.
- Our school wouldn't accept the situations which has negative and legal responsibilities arising from the use of such devices.
- Our school is safe from loss, theft and damage of personal mobile phones and information devices takes all necessary measures to protect it.
- Students of our school can use the phones belonging to the school in case they need to call their parents can be used under the supervision of the school administrator.



- Our students use their personal devices for educational purposes (use of web 2 tools, etc.) must obtain permission from the school administration.
- Our parents informed about and should not meet with their students during school hours. If there are mandatory conditions, by obtaining permission from the school administration they should be interviewed.
- Our students share their mobile phone numbers only with trusted people, personal information, such as mobile phones, with people they do not know and do not find reliable. They are made aware that they should not share.
- Institution employees (teachers, administrators, staff, etc.) and students bear the legal responsibility of any content and messaging that will come from or send from students or employees of the institution through social media or chat programs. Necessary measures are taken to avoid such a situation.

E-SAFETY TRAINING:

- The e-safety curriculum for students is added to the annual plans of the relevant courses, informed about the issues.



- Guidance to improve online security in line with the needs of our students, teachers are trained on classroom guidance practice.
- The online security policy will be officially announced to all our employees. 10-11 February Safe Internet Day is celebrated in our school. School for today We have board work and social media posts in corridors and classrooms.

ONLINE EVENTS AND PROTECTION:

- All members of our school will be informed about online risks. Trainings and the contents will be announced.
- In our school, technology addiction, safe and unsafe internet applications and what are the games with suitable content that children can play, information on issues such as access security, cyberbullying, which families can use works are carried out.
- All problems related to the misuse of internet, information technologies and equipment in our school. Complaints will be reported to the school principal. All members of our school are formal school to remove privacy and security concerns are instructed to act in accordance with the rules.



- The school is responsible for taking necessary actions in case of negativities. Those working in solving problems (teachers, administrators, staff, etc.), parents and students should act together.

SCHOOL PRINCIPAL

