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**OUR eSAFETY POLICY AND EVENTS**

**GOAL:**

* eSafety policies carried out in Yunusemre Primary School; It aims to protect students, parents, teachers and school personnel in sharing the data obtained and produced by the use of all kinds of electronic devices such as desktop computers, laptops, tablets, cameras and mobile phones and internet usage.
* Since the internet and technology are an important part of life, everyone should be made aware of learning the methods of managing risks and developing strategies.
* This policy has been prepared for administrators, teachers, parents, school staff and students and applies to the use of internet access and information communication devices.

**RESPONSIBILITIES:**

* Contributing to the development of eSafety policies.
* Taking responsibility for professional development in the positive learning phase.
* Taking responsibility for eSafety to protect the school and its insiders.
* Using technology safely and responsibly.
* In case of damage, observing the danger and conveying it to the relevant units.

**SCHOOL WEBSITE:**

* As Yunusemre Primary School, our website contains address, telephone, fax and e-mail information of our school.
* All content published on our site is approved by the school web publishing commission.
* Our school website is under the responsibility of the school web publishing commission, and necessary security measures have been taken.
* Student work is published with the permission of their parents.

**SHARING IMAGES AND VIDEOS:**

* All shared photos and videos are shared with the permission and approval of the webcast commission in accordance with the school policy.
* At the beginning of the year, written permission is required from all parents for all student-related posts. Necessary precautions are taken to ensure that students who are not approved for taking and broadcasting photographs and videos by their parents do not have trouble during the shooting.
* In addition to the permission of the parents, the photograph of the student is not taken and used without the permission.
* In projects and events carried out within the scope of eTwinning, activity-oriented shots are made during the shooting of photos and videos. The necessary arrangements are made and shared in the shootings made in a way that the identities of the students are identified.

 **USERS:**

* Students on duty should get permission from their teachers for the videos they will prepare and share the content with their teachers.
* Parents' permission must be obtained before the event for all student-based shared activities.
* Video conference calls will be made through official and approved sites.
* Users cannot share images of school students and employees on their personal social media accounts without approval by the school authorities.
* All kinds of information to be sent to the class groups where communication is conducted will be confirmed by the school administration.

**CONTENT:**

* Video conferences will be held over sites where all users can participate.
* Communication with all relevant parties must be established before making a video conference.
* All content that concerns / includes school staff, students and parents will only be open to sharing after going through the control and approval processes.

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

* While internet access has become one of the most important means of accessing information, we are able to reach our students and teachers in the safest way by associating this with the curriculum at the school.
* Our internet access is integrated according to the age and interests of our students.
* All information devices belonging to our entire school have been made safe by making the necessary filtering in accordance with our usage policy.
* All our employees, parents and students have been informed about the effective and efficient use of online materials.
* eSafety and cyberbullying issues are included in the annual plans of certain courses, and information transfer continues to students throughout the year.
* Online materials are an important part of teaching and learning and are actively used in the curriculum.
* Every year, studies on "Safer Internet Day" are carried out in our school.
* Our school implements network security procedures. Firewall and antivirus program are used.

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

* It is forbidden for our students to use personal mobile phones during school hours. If phone, etc. If they bring a communication tool, they deliver it to the school administration as closed and take it back after school.
* The parents of the students who do not hand over their mobile phones to the administration and take videos or photographs without permission in the school are contacted and necessary measures are taken.
* It is not allowed to take photos and videos without permission within the boundaries of the school and schoolyard.
* The responsibility of all kinds of personal devices belongs to the person.
* Our school does not accept legal liability arising from the use of such devices.
* Our school takes all necessary measures to protect personal mobile phones and information devices from loss, theft and damage, but the responsibility belongs to the person.
* Our school students can use the phones belonging to the school under the supervision of a teacher or school administrator when they need to call their parents.
* Our students must obtain permission from the school administration to use their personal devices (tablet, flash memory, etc.) for educational purposes.
* Our parents are informed that they should not meet with their students during school hours. If there are compulsory situations, they are allowed to interview with the permission of the school administration.
* Our students are made aware that they should only share their personal information and mobile phone numbers with trusted people and not with people they do not know or find trustworthy.
* Employees of the institution (teachers, administrators, staff, etc.) should continue their duties by muting or turning off their personal mobile phones during class hours.
* If the employees of the institution (teacher, administrator, staff, etc.) act against the school policy, disciplinary action is initiated.
* Employees of the institution (teachers, administrators, staff, etc.) and students bear legal responsibility for any messages and content they send via social media or chat programs. Any content and messaging that may be inappropriate are shared with the school administration immediately. Necessary precautions are taken to prevent such a situation.

 **eSAFETY TRAINING:**

* Issues related to the eSafety curriculum for students are added to the annual plans by classroom teachers and students are informed about these issues.
* Counseling activities are organized to develop the knowledge, skills and attitudes of teachers, students and parents about conscious and safe internet use.
* Issues related to the conscious use of the internet, especially social media, are updated with renewed information by the school administration and teachers are included in the course work.
* A secure internet network is available to ensure effective and safe use of technology during the execution and maintenance of the Fatih project.
* In order to improve online safety in line with the needs of our students, a counseling service or peer education is provided by branch teachers.
* Online security policy is officially announced to all our employees.
* "Safer Internet Day" is celebrated in our school. Activities are displayed on the boards in the school corridors and classroom boards for this day.

 **PROTECTION:**

* All members of our school were informed about online risks. The trainings will be updated and repeated.
* In our school, information activities will be carried out on issues such as illegal content, security breach, cyber bullying, sexual messaging, child abuse, and personal information security.
* All complaints about the misuse of the internet, information technologies and equipment in our school will be reported to the school principal.
* All members of our school will be informed to act in accordance with official school rules to eliminate privacy and security concerns.
* The school administration is responsible for taking the necessary actions in case of negativity.
* Employees (teacher, administrator, staff, etc.), parents and students should act together to solve problems.