**SEYDİŞEHİR SPECIAL EDUCATION PRACTICE SCHOOL E-SECURITY SCHOOL POLICY and RULES**

 **GENERAL OBJECTIVES**

• While our school uses the internet, smart board, computer, laptop and mobile phones with its e-security studies; It aims that students, parents and teachers obey the rules and use the internet more safely.

• Our school aims to provide students and their parents with the necessary knowledge and skills related to e-security, as students are disabled and cannot use digital tools properly.

• Our e security policy has been prepared for teachers, parents, students and other staff at the school and is valid for internet access and the use of information communication devices.

• In addition, our school aims to organize trainings for students and parents to gain these skills and to spread these trainings.

**RESPONSIBILITIES**

• To contribute to the development of e-security policies.

• Foreseeing the damages that may occur, communicating them to the relevant units and creating solutions.

• To use technology safely and responsibly and to set an example.

• It is to check the update of the virus programs used in the school, smart board, computer and phones.

• To assist in the implementation of the e-security policy created in the school and to keep the rules constantly updated.

• To ensure the continuation of the education given to teachers, students and parents and to support these trainings.

• To adhere to the Acceptable Use Policies (AUP).

• Modeling good practices when using new and emerging technologies.

• Associate curriculum with online safety education wherever possible.

**SCHOOL WEBSITE**

• As Seydişehir Special Education Application School, our website contains address, telephone, fax and e-mail address information of our school.

• All content published on our site is put on the site by the IT department after passing the e security unit approval under the chairmanship of our school principal.

• The administrator account of our school website is under the responsibility of our IT department and is protected by a strong password.

• Photographs, videos and audio recordings of our students are published with the permission of their parents.

• Personal information of all students studying at our school cannot be found, shared or published in any digital environment (including portable electronic devices) within the scope of our school policy.

• Our E-security policy is available on the school website.

• Our school website contains educational contents about E-security for visitors.

**SHARING IMAGES AND VIDEOS**

• All shared photos and videos are shared with the permission of the parents in accordance with the school policy and with the approval of the e-security unit.

• Photos and videos on our school website cannot be associated with personal information of students.

• The school ensures that all pictures and videos are covered in accordance with other policies and procedures such as data security, AUP, codes of conduct, social media, use of personal devices and mobile phones.

**USERS**

• It is mandatory for students to have parent and teacher supervision when using social media, online education portals and all kinds of digital media.

• Parents' consent will be obtained before children can join online education portals.

• Video conferencing will be done through official and approved sites.

• Users cannot share images of school students and employees on their personal social media accounts without the approval of the e-security unit.

• Private login and password information for online education environments will only be given to parents and teachers and will be kept confidential.

**CONTENT**

• While video conferencing, it will be done over sites (zoom, Skype etc.) where all users can participate.

• Necessary announcements will be made to the relevant people (parents, students, teachers and other staff) before the video conference is held.

• All content that concerns / involves school students and staff will only be open to sharing after they pass through the control and approval processes.

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

• Internet; While we have become one of the most important tools to reach information, we can connect our students and teachers to the correct information in the safest way by associating this with the curriculum at the school.

• We have integrated our internet access according to the internet usage proficiency of our student parents.

• We have secured all our information devices belonging to our school in accordance with our policy of use, by making the necessary filters.

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

• E-security and cyberbullying issues are included in parent meetings agenda items, and information is provided to parents and students throughout the year.

• Online materials (eba, smart board, etc.) are an important part of teaching and learning and are actively used in the classroom.

• Safe internet day is celebrated in our school with various activities.

**SECURITY TRAINING**

• Issues related to the e-security curriculum for students and parents are planned throughout the year, and related presentations and guidance are made by the teachers and transferred to the parents.

• In order to improve online safety in line with the needs of our students, the guidance teacher conducts family training.

• The online security policy will be officially announced to all our employees.

• 6 February Safe Internet Day is celebrated at our school. Today, billboard works and social media posts are made in school corridors and classrooms.

**USE OF MOBILE PHONES AND PERSONAL DEVICES**

• It is forbidden for our students to use personal mobile phones during school hours. Students who hand over their mobile phones to the deputy principal during the day take back their phones at the check-out time in the evening.

• It is forbidden for students, teachers, parents and other school personnel to take and share photos or videos in all parts of the school during school hours. These prohibitions are reported to the relevant parties using the relevant boards, brochures and warning signs.

• Students who do not deliver their mobile phones to the administration and take videos or photographs in the school with their mobile phones are subject to the Prize and Discipline articles of the Pre-School Education and Primary Education Institutions Regulation.

• The responsibility of all kinds of personal devices belongs to the person or his / her guardian, depending on the incapacity of the person.

• Our school does not accept any negative health and legal responsibilities 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 user.

• Students of our school can use the phones belonging to them or the school under the supervision of the class teacher when they need to call their parents.

• Our students must obtain permission from the school administration to use their personal devices for educational purposes (use of web 2 tools, etc.) and use them under the supervision of the teacher.

• Our parents are informed that they should not meet with their students during school hours. If there are compulsory situations, they should be allowed to interview with the permission of the school administration.

• Our students are informed that they should only share their mobile phone numbers with trusted people and not share personal information such as mobile phones with people they do not know.

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

• Disciplinary action is initiated if the employees (teachers, administrators, personnel, etc.) act against the school policy.

• Employees of the institution (teachers, administrators, staff, etc.) and students are legally responsible for any content and messaging that will come from or send by students or employees of the institution via social media or chat programs, and any content and messaging that may be inappropriate are immediately with the school administration. shared. Necessary precautions are taken to prevent such a situation.

**ONLINE EVENTS AND PROTECTION**

• All members of our school will be informed about online risks.

• In our school, teachers, students, parents and other school personnel are informed about illegal content, security breach, cyber bullying, sexual messaging, child abuse, personal information security.

• Awareness is tried to be raised by organizing various events on the safe internet day.

• All complaints about the misuse of internet, information technologies and equipment in our school will be reported to the school administration.

• All members of our school are informed to comply with official school rules in order to eliminate privacy and security concerns.

• The school is responsible for taking necessary actions in case of negativity.

• Employees (teachers, administrators, staff, etc.), parents and students should act together with the school in solving the problems.