



## ŞAHİNBEY BELEDİYESİ BİLİM VE SANAT CENTER DIRECTORATE E-SECURITY SCHOOL POLICY AND RULES

### **AIM:**

- Gaziantep-Şahinbey Belediyesi Bilim ve Sanat center aims to protect students, parents and teachers while using the internet, smartboards, computers, laptops and mobile phones through its e-Security Studies.
- Since the internet and technology are an important part of life, everyone should be raised about managing risks and learning strategy development methods.

Our policy is designed for administrators, teachers, parents, all staff and students and applies to internet access and use of information communication devices.

### **RESPONSIBILITIES:**

- To contribute to the development of E-security policies.
- Taking responsibility for professional development at Positive Learning Stage.
- Taking responsibility for e-security in order to protect the school and those with in the school.
- To use technology safely and responsibly.
- In case of damage, observing the danger and transmitting it to the relevant units.

### **SCHOOL WEB SITE:**

- As Gaziantep-Şahinbey Belediyesi Bilim ve Sanat Center, the address, telephone, fax and e-mail address of our school is available on our web site.

- All content posted on our web site is put on the site by the IT department after the approval of our school principal.
- Our school's web site is under the responsibility of our IT department and strong security measures have been taken. Student studies are 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 school administration in accordance with the school policy.
- In all student- content shares, parents' permission is obtained. In addition to the parents' permission, the photograph is not taken and used without the permission of the student.

### **USERS:**

- Before a video to be prepared by the students is yet to be prepared, the students who take part in it must obtain permission from their teachers.
- In all shared student-based activities, parents ' consent must be obtained before the activity.
- Video conferencing will be conducted through official and approved sites.
- Users cannot share images of school students and employees on their personal social media accounts without being approved by the school authorities.

### **SAFE USE OF INTERNET AND INFORMATION DEVICES:**

- While the Internet has become one of the most important tools for accessing information, we are able to connect it with the curriculum in the school so that our students and teachers can access the correct information in the most secure way.
- We have integrated our internet access according to the age and abilities of our students.
- We have made all of our school's information devices safe by making the necessary filters in accordance with our usage policy.
- All our employees, parents and students have been informed about the use of effective and efficient online materials.

- E-security and cyberbullying topics are included in the annual plans of certain courses and information on these topics continues to be transferred to students throughout the year.
- Online materials are an important part of teaching and learning and are actively used within the curriculum.
- February 6, The Secure Internet Day is celebrated in our school. Our school fully implements safety procedures in accordance with law 5651.

### **CONTENT:**

- Videoconferencing will take place on sites where all users can participate.
- Communication with other schools must be established before videoconferencing.
- All content that concerns/includes students and employees of the school will be come open to sharing only after the control and approval processes.

### **SAFETY TRAINING:**

- E-security curriculum for students is added to the annual plans of the related courses and students are informed about these issues.
- All users ' internet usage is monitored by the IT department. This information has been passed on to all users.
- In order to improve online safety in accordance with the needs of our students, Guidance Teachers implement peer education.
- The online security policy will be officially announced to all our employees.
- February 6, Safe internet Day is celebrated in our school. For today we have board works in school corridors and classrooms and social media sharing.

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

- It is forbidden to use personal cell phones of our students during school hours.
- The responsibility of all kinds of personal devices belongs to the person himself.
- Our school does not accept any negative health and legal responsibilities arising from the use of such devices.
- Students of our school may use the phones belonging to the school under the supervision of a school administrator when they need to call their parents.

- Parents are informed not to interview their students during school hours. If necessary, they should be allowed to interview with the school administration.
- Employees (teachers, supervisors, staff, etc.) should 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 are legally responsible for any content and messaging that will come from or be sent by students or employees of the institution via social media or chat programs. Any inappropriate content and messaging is immediately shared with the school administration. The necessary measures are taken to avoid such a situation.

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### **ONLINE EVENTS AND PROTECTION:**

- All members of our school will be informed about online risks. Trainings will be conducted and contents will be explained.
- Information studies are carried out in our school on illegal content, security breach, cyberbullying, sexual messaging, child abuse, personal information security.
- February 6, Safe internet Day is celebrated.
- 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 are informed to act in accordance with official school rules to eliminate privacy and security concerns.
- Employees (teachers, administrators, staff, etc.), parents and students should act together with the school in solving problems.

Özden YILDIZ  
Manager Assistant

Orhan ERTÜRK  
School Principal