



## ACCEPTABLE USE POLICY OF ŞEHİT SEZGİN ULUDAĞ PRIMARY SCHOOL

**School Name:** Şehit Sezgin Uludağ Primary School

**Address:** Bağlar Mahallesi 2721 Sokak No:28 Isparta/Turkey

### Overview

This Acceptable Use Policy (AUP) has two sections. **Section A** relates to the use of the internet by students within the school and personnel working on their behalf. **Section B** relates to staff and visitors to the school who are using the internet and/or the school network and its devices.

### The Policy Review Team

The AUP was revised by the ICT Policy Review Team in the school. They are as follows: Mehmet Ağur, Hakan Karakaya (ICT Coordinator), Adile Cesur, Emel Uyar and Mesrure Tamtürk. It has been read and ratified by the Board of Management and representatives of the Parents/Teachers Association.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood. This version of the AUP was created in December 2020.

### Section A - Students

The aim of the AUP is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if our school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, outlined in the AUP, will be imposed.

### School Strategy

The school employs a number of strategies, taking into account the age of the pupils, in order to maximise the learning opportunities and to reduce the risks associated with accessing the internet, namely exposure to inappropriate online content and cyberbullying. The strategies are as follows:

1. When children have access to the internet in school, it will occur under the full, uninterrupted supervision of the class teacher. Content will be subject to the restrictions of the Schools Broadband Internet Policy, which is called MEB sertifikası. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools.
2. The school will regularly monitor internet usage (see Children's Use of the Internet below).
3. Children will not have access to passwords or administrator accounts.
4. Uploading and downloading of non-approved software will not be permitted.
5. Virus protection software will be used and updated on a regular basis.
6. The use of students' personal drives, external drives, CD ROMs, and DVDs in school requires permission from the teacher.
7. If a teacher wishes to integrate a web page into a lesson, that page must be fully previewed/evaluated prior to its classroom usage, for inappropriate advertising content, imagery, and text. If such content exists on the webpage, teachers must download the required lesson content to a Word document and close the webpage prior to the lesson.
8. The installation of software, whether from CD-ROM or online sources, must be preapproved and conducted by the ICT Coordinator.
9. The usage of personal CD-ROMs in the school is subject to non-violation of the software's licence agreement and adheres to points 5 above and 9.

### Children's Use of the Internet

#### 1. World Wide Web

Children who have access to the internet will do so in adherence to the above strategies.

1.1 Before students are allowed to make use of the school's internet facility, all Parents/Guardians will be required to complete a Permission Form (Appendix 1) and return it to the school.

Bağlar Mahallesi 2721 Sokak No:28 Isparta/Turkey

Phone: +90 246 2187099 Email: [703117@meb.k12.tr](mailto:703117@meb.k12.tr) Web : <http://ispartabaqlario.meb.k12.tr/>  
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1.2 Websites that the children use in school will be previewed by their teacher before use and subject to the filters operated by Schools Broadband programme (MEB sertifikası)

1.3 Teachers and students will be familiar with copyright issues relating to online learning.

1.4 Children will never disclose or publicise personal information.

### 2. Internet Chat / Social Networking / Instant Messaging (IM)

Access to internet chat rooms, social networking sites, and instant messaging services is forbidden and blocked in accordance with the Schools Broadband Internet Policy (MEB sertifikası)

### 3. Email

3.1 Children's use of email is facilitated strictly in an educational context and access to personal email and/or social networking accounts is prohibited.

3.2 Online tasks that involve sending and receiving email (e.g. with partner schools, educational email tasks) will be **teacher-led**. The class teacher will set up one email address for the class. Only the teacher will know the password to such email accounts. Emails will be opened and read by the teacher before being shared with the class. All emails will be reviewed by the teacher prior to sending.

3.3 When students are writing and sending emails from the class email account, it will be done so under the **direct supervision of the teacher**.

3.4 Children will not send or receive by any means any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.

3.5 Children will not reveal their own or another person's personal details, such as home address, telephone numbers or pictures.

3.6 Children will never arrange a meeting with someone they only know through emails or the internet.

3.7 Children will note that sending and receiving email attachments is subject to the permission of their teacher.

3.8 Children will observe good "netiquette" (internet etiquette) at all times and will not undertake any actions that may bring the school into disrepute.

### 4. School Website (<http://ispartabaglario.meb.k12.tr/>)

4.1 The school website is evolving all the time and is updated weekly by the ICT Team.

4.2 Children won't be given the opportunity to publish projects, artwork, and school work on the school website. Only ICT Team will be published with parental permission.

4.3 The school website will not publish the names of individuals in a photograph.

4.4 The publication of student work will be coordinated by the teacher and/or ICT team.

4.5 Children will continue to own the copyright on any works published.

### 5. Cyberbullying

#### 5.1 Understanding Cyber Bullying:

- Cyber bullying is to abuse the use of ICT (usually a mobile phone and/or the internet) of another person.

- It can take place anywhere and can involve many people.

- Anybody can be targeted, including pupils, school staff, and members of the wider school community.

- It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, and unauthorised publication of private information or images.

#### 5.2 Procedures for preventing Cyber Bullying:

- Staff, pupils, parents, and Board of Management are aware of issues surrounding cyber bullying.

- Pupils and parents will be urged to report all incidents of cyber bullying to the school.

- Pupils will learn about cyber bullying through Social, Personal, Health and Education Assemblies and other curriculum projects.

- Pupils, parents, and staff will be involved in reviewing and revising this policy as school procedure.

- All reports of cyber-bullying will be noted and investigated, in accordance with the school's Anti-Bullying, Mobile Phone, Child Protection, and Positive Behaviour Policies, where applicable.

- Procedures in the school's Anti-Bullying and Child Protection policies shall apply.

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### Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Sanctions issued will be done so in accordance with the school's Anti-Bullying Policy and Positive Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

### Section B – Staff and Visitors

The school's computer system is provided and managed by the school and is made available to staff to further their professional development and the education of the students in the school. Access to the school's computer facilities is a privilege and not a right. Any staff member or visitor who abuses this privilege will be immediately excluded from accessing and using the computing facilities. Exclusion from using the school's computer will prevent the user from recovering files and using the facilities.

It is a requirement of Şehit Sezgin Uludağ Primary School that all users of its network or facilities accept and adhere to the school's Acceptable Use Policy. All staff are required to read and sign an AUP User Agreement (**Appendix 3**), copies of which are kept on file by the ICT Coordinator.. The school reserves the right to examine or delete any files that may be held on its computer network, to monitor websites visited and online activity, and to view any email messages passing through or saved on the system.

### Use of Networks and the Internet

1. Users cannot use the service for the transmission of illegal material.

*If you are in any doubt as the legality of what you are doing, or propose to do, you should either seek independent legal advice or cease that usage.*

2. Users cannot attempt to unauthorised access to any computer for any purpose. In addition to being in breach of this AUP, such action may lead to criminal prosecution under the Computer Misuse Act.

3. Users are prohibited from running 'port scanning' or other software intended to probe, scan, test vulnerability of or access remote systems or networks except in circumstances where the remote user has given express permission for this to be done.

4. Access to the computer network should only be made using the authorised username and password.

5. Activity that threatens the integrity of the school's ICT systems, or activity that attacks or corrupts other systems is forbidden. Such activity includes browsing system files and changing any system settings.

6. Personal USB storage devices should be monitored for corruption and used with caution. In the event that a USB storage device is presenting signs of corruption or potential virus activity, it must no longer be used within the school's computer network. **Incidents of this nature should be reported immediately to the ICT Coordinator or member of the ICT Team.** Additionally, while the school network is regularly swept for viruses and anti-virus software is used to prevent virus activity, the school accepts no responsibility for damage caused by computer virus on other devices.

7. Other users' files must never be accessed.

8. The use of the network to access and/or store inappropriate materials such as pornographic, racist, or offensive material is forbidden.

9. In the interest of protecting the network from potential virus activity, the downloading of programs, games, screensavers, and wallpapers from the internet or uploading the same from disc or CD-ROM may only be carried out by the ICT Coordinator. This does not prevent users from using images taken and/or saved by them to set their desktop backgrounds.

10. Use of the computing facilities for personal financial gain, gambling, political purposes, or advertising is forbidden.

11. Should a user share their own name, address, credit card or bank details etc. on the internet, it is done so at their own risk and the school accepts no responsibility.

### Email

Sending and receiving email involves the same responsibilities and approach as would be used when sending or receiving any other form of communication – written or printed mail, fax, telephone call etc. Most users fully understand what would be considered appropriate and acceptable when communicating with others and should apply these considerations to their use of



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email. If you find it difficult to determine what might be considered 'abuse' with online communication, you should realise that, in general terms, anything that might be unacceptable, and possibly illegal in other forms of communication will be equally unacceptable and possibly illegal online.

1. Users are responsible for all email sent and for contacts made that may result in email being received
2. Users must not send any emails that are likely to cause distress or any material which is offensive, indecent, obscene, menacing, or in any way unlawful. .
3. The school network must not be used to send or distribute unsolicited commercial mail, commonly known as 'spam', in bulk or individually.

### Wifi

Şehit Sezgin Uludağ Primary School is Wifi-enabled, the purpose of which is primarily to facilitate the scope of usages present in laptops and other mobile devices such as tablets. Therefore, Wifi is configured on wireless devices that students are permitted to use. To prevent unnecessary consumption of bandwidth, enabling Wifi is limited to wireless school-use devices. Further, given that all wireless devices will connect to the school's wireless network, they too are subject to the filtering of content that is provided under the Broadband for Schools Programme.

### Ratified by Board of Management

**Şükrü Özsongür**  
Board of Management

**Mehmet Ağur**

**01.12.2020**  
Date



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### Internet Acceptable Use Policy

#### Permission Form

Dear Parent/Guardian,

Please review the school's Internet Acceptable Use Policy, (<http://ispartabaglario.meb.k12.tr/>) and sign and return this permission form to the school.

**School Name:** Şehit Sezgin Uludağ Primary School

**Name of Student:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

#### Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

**I accept the above paragraph**  **I do not accept the above paragraph**

*(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

**I accept the above paragraph**  **I do not accept the above paragraph**

*(Please tick as appropriate)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_



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### Acceptable Use Policy (AUP)

#### AUP User Agreement

As a school user of the network and internet at Şehit Sezgin Uludağ Primary School, I have read and understood the Acceptable User Policy (AUP) for the use of the internet in Şehit Sezgin Uludağ Primary School, and by signing it, I agree to abide by the policy as stated and to accept any sanctions which may be imposed due to misuse of the internet and non-adherence to the AUP. I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained in the AUP. I agree to report any misuse of the network to the school Principal or the ICT Coordinator. If I do not follow the rules, I understand that this may result in loss of access to the internet/computer network as well as other disciplinary action.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_