TED ALİAĞA KOLEJİ

TED ALİAĞA KOLEJİ VAKFI ÖZEL ÖĞRETİM KURUMLARI
e-SECURITY POLICY

As TED Aliaga College, we believe that information communication technologies are an important part of everyday life. Digital technologies offer many opportunities for school-age children, such as course accessing information, participating in interactive course-events. However, besides the opportunities provided by digital technologies, there is the danger of the child experiencing mental, psychological and physical attacks.

Secure internet is the use of viruses and viruses to protect individuals from unwanted and harmful content on the Internet. From a technical point of view, the solutions offered to prevent children and adolescents with unwanted content can be examined in four classes:

- Client-side filter programs
- Internet Service Providers (ISP) that restrict content
- Server-side filter programs
- Search engine filters.

Our school believes that e-security is an indispensable element for the protection of children and adults in the digital world. Necessary studies are carried out accordingly. Our school takes measures to ensure that all our children and staff are protected from potential damage in virtual environments.

Objectives of Our e-Security Policy:

1. To raise awareness of the potential risks and benefits of technology.

2. To protect all members of our organization online and to ensure their safety. For this purpose to implement safe filter programs (Secure Internet Package).

3. Ensure that all staff work safely and responsibly, model positive behaviors online, and be aware of the need to manage their own standards and practices when using technology.

4. Define the procedures to be used explicitly when responding to online security concerns known to all members of the school.

5. This policy applies to the use of information communication devices, including internet access and personal devices; This applies to children, staff or other persons, as well as devices provided by the school for remote use, such as laptops, tablets or mobile devices.

The main responsibilities of the students are:

1. To contribute to the development of online security policies.

2. To read and adhere to the school's e-security policies.

3. Respect the feelings and rights of others online and offline.

4. Seek assistance from a trusted adult in risky situations

5. Help other people who are experiencing online security issues.

The main responsibilities of parents are:

1. Reading e-security policies, encouraging their children to adhere to this policy and ensuring that they are committed as much as possible

2. Create a safe environment online for children at home.

3. To be a model for safe and appropriate use of technology and social media.

4. Ask for help with online problems related to themselves or their children.

5. Contribute to the establishment of the school's online security policies.

6. Safe and appropriate use of school systems such as learning platforms and other network resources.

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Managing the school / website:

1. Personal information of staff or students will not be published on the website.

2. The Principal shall take responsibility for the general publication for published online content and ensure that the information is accurate and appropriate.

3. The website will comply with the school's publication guidelines (respect for intellectual property, privacy policies, copyright).

4. Student studies will be published with the permission of their parents.

5. The administrator account of the school website will be protected by strong encryption.

6. The school will send information about the protection on the school website for members of the community, including online safety.

Publishing online images and videos:

1. The school will ensure that all the photos and videos shared online are in accordance with the official procedures.

2. In accordance with the image policy, written permission of the parents shall be obtained in relation to the electronic publication of the students' photographs / videos.

Students use of their personal devices and mobile phones:

Circular No. 24301423-918.99-E.8310247 on the Taking of Safety Measures in Schools:

Item Y:

In the use of IT tools and social media in schools and institutions;

- Harmful, divisive, destructive, not used by society for violent purposes that are incompatible with the general code of ethics,
- Maintaining necessary measures and observations in order to prevent material and moral damage to educational activities and individuals,
- No voice, verbal, written or visual content is allowed in schools and institutions and educational environments, which encourages immoral and intense violence.
- Classrooms, laboratories, etc. not to allow the use of communication tools in the areas where education and training activities are carried out and to take necessary measures,

1. Based on the relevant circular published by the Ministry of National Education, our students can use their mobile phones and so on. prohibited the use of electronic devices in school.

2. It is strictly forbidden to use information tools outside the school management and teacher's knowledge and permission.

3. The students' mobile phones are collected by the class heads during the 1st class hour and delivered to the Guidance service within the box. The guidance service keeps all phones in a locked cupboard. At the last lesson, the phones are picked up and distributed again by the class heads.

4. Students are responsible for mobile phones or personal devices brought to school. The school is not responsible for any loss or damage.

5. The use of children's mobile phones or personal devices in the training event shall be realized when approved by the school administration.

6. A student will be allowed to use the school phone when a student needs to call his parents.

7. Parents are informed about the policy applied to the mobile phone. During school hours, they are advised to contact the school administration for communication with their children.

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The use of personal devices and mobile phones of staff:

1. Staff are not allowed to contact their personal phones or devices with students in or outside the environment.

2. Staff does not use personal devices such as mobile phones, tablets or cameras to take pictures or videos of children and use equipment provided only for this purpose.

3. The staff does not use any personal device directly with children.

4. The staff closes personal mobile phones and devices during class hours or switches to silent mode.

5. Bluetooth or other forms of communication must be inde hidden leri or closed during the course hours.

6. Disciplinary action is taken when a staff member violates the school policy.

7. The police will be contacted if a staff member has illegal content that is recorded or stored in a mobile phone or in a personal device or has committed a criminal offense.

8. Any claim involving personnel to use their mobile phone or devices personally will be responded to following a school management policy.

Neslihan MAYATÜRK	Hasan ÇELİK
TED Aliağa Koleji	TED Aliağa Koleji
Primary School Principal	Middle School &High School Principal & General Coordinator

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