



**ÖĞRETMEN MAHMUT ÖZGÖBEK PRIMARY SCHOOL'S
ACCEPTABLE INTERNET USAGE POLICY
2019-2020 –UŞAK/TURKEY**

AIMS

- The aim of the acceptable internet usage policy is to define a clear procedure to ensure that all students and Staff are to use the internet in a both safer and more responsible way.
- The AUP is planned to ensure that all the students and Staff are aware of the risks and hazards of internet usage.
- The AUP is to make all the students and Staff safe and free of any cyber bullying.
- The AUP is to provide safer ways for all the students and Staff while using Web 2 Tools developing critical thinking and problem solving abilities.

SCOPE OF THE POLICY

- This policy includes;
 - Acceptable internet usage of by all students and Staff within the school premises,
 - Anti-cyber-bullying,
 - Improving awareness of intelligent usage of social media websites,
 - Smart usage of educational and internet information sharing websites,
 - Etiquettes of electronic communication.

CONSULTATION

- This policy has been developed in consultation with all the students, Staff, parents by gathering information through questionnaires, interviews,

meeting and considering the general measures taken in Primary Schools in Turkey.

OBJECTIVES DEFINING THE ROLES AND RESPONSIBILITIES OF ALL THE STUDENTS, STAFF AND PARENTS

Principles to Be Used for School's Web Page

- The web page will be directed with a reliable user and password which will be under the charge of the school director.
- The director will be responsible for the reliability of every information on the web page.
- Neither students' nor teachers' personal information will be published on the page.
- Even educational studies will be published after getting written permissions if including personal information.
- The page will be in consistent with the general eSafety rules and the measures taken from Turkey's Educational Ministry.

eSafety Principles While Conducting eTwinning and Similar Project Works

- Students will be saved on the project pages by using fake names or surnames.
- Projects' products such a video will be shared after blurring the students' faces.
- A written permission document will be signed by the parents before implementing the projects.
- The director of the school will be informed before the educational live connection studies with the project partners.
- Possible risky and hazardous activities for personal information will never be conducted at any time.

Raising Awareness of Safer Internet Usage

- A seminar on the basis of eSafety measures will be presented to the teachers and support staff and will be published on the educational media; EBA News.

- A seminar on the basis of eSafety measures will be presented to the parents will be published on the educational media; EBA News.
- A seminar on the basis of eSafety measures will be presented to the students will be published on the educational media; EBA News.
- Students will be informed on the eSafety rules on the basis of the lesson gainings determined by the classroom teachers. The gainings numbers of the lessons were defined like this:
 - 1st Grade Life Science: HB.1.3.7.,
 - 2nd Grade Life Science: HB.2.4.5.,
 - 3rd Grade Life Science: HB.3.4.5., 3rd Grade Life Science: HB.3.4.6.,
 - 4th Grade Human Right Citizenship and Democracy : Y.4.2.6., 4th Grade Turkish: T.4.3.36., 4th Grade Social Sciences: SB.4.4.5.

VIOLATIONS OF THE POLICY

The school reserves the right to terminate any user's access to School's internet systems- including access to school e-mail- at any time.

If anyone violates the policy, appropriate disciplinary action consistent with the discipline policy of the school and the Ministry of Education in Turkey will be taken, but those cannot be penalized academically.

PROMOTION OF THE POLICY

This policy will be promoted through the seminars for the students, parents and the Staff, parent meeting, the news on the school's web page and educational pages such an EBA, lesson plans, videos shared in social medias.

MONITORING AND EVALUATION

Guiding teachers of the 'Internet and Science Club', 'eTwinning Club', and the teachers conducting eTwinning projects will be the leaders in charge with the implementation of the Policy. All teachers, and Support Staff will play the role in monitoring the usage in every class and within the school. A report including the cases, the implementation procedures, actions taken and subsequent next steps as well as the information collected from the students, parents and Staff will be presented termly and improvements will be done annually if required after the evaluation.