



School Online Safety Strategy Template

eSL+ project

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INSTRUCTIONS

Fill in the following template to describe your Online Safety strategic plan. This document will be peer-reviewed by 3 MOOC participants. As a requirement to pass this course, you will also have to peer review 3 online safety strategies from other MOOC participants. The deadline to submit your own eSafety strategy is (Wednesday, 20 November 2019) at 23:59 CEST. The deadline to hand in your reviews is **Wednesday, 27 November 2019 at 23:59 CEST** at 23:59 CEST.

This final peer-to-peer course activity consists of two parts:

Part 1: Work Submission

In order to get a course certificate, you will need to create and submit your school online safety strategy. You will be working on developing the strategy throughout the whole MOOC, but you will only have to submit it one week before the peer reviews are due. Your strategy must be in English.

Part 2: Peer Review

After submitting your school online safety strategy, you will have to peer review three school strategies submitted by other participants of this MOOC. To help you assess these strategies, we will provide you with a Rubric which will help you review the strategies. We highly recommend you take a look at the Rubric before you start drafting your own school strategy. This will help you get a better idea of what is expected from your strategy and will make you acquainted with the criteria by means of which your strategy will be assessed.

If you submit your school strategy and review three other course participants' strategies, you will have successfully completed the final course activity and will be awarded a course certificate.

Good luck with your online safety strategy!

MOOC participant's full name: MUAMMER AKKUŞ

1. Understanding your school context

1.1. School description

Describe your school in 1 paragraph. Include your school's name, location (urban, rural area, country/city, etc.), type of school (vocational, technical, etc.), school's target group (e.g. (pre-)primary, secondary school, etc.) and

Name of the School: Selçuklu Belediyesi Primary School. School Location: Turkey / Konya / Selçuklu Type of School: Primary School. Target group of the school: Preschool and Primary School

any additional information that could help understand your school's general context.

1.2. School Mission

Tips:

- Keep it short (1 paragraph)
- Include a short statement of the school's purpose.
- Refer to what the school does and why it does it.

Refer here to your existing school mission.

« The mission of the X school is to... To train individuals who know the value of being human, know themselves and their environment, have high self-esteem, respect others and are compatible with social changes.

1.3. School Values

Tips:

- No more than 4
- Start with a verb
- Keep them short

List here the 4 most important values for your school. Replace the examples in blue below by your own school values:

1. *Do not use violence*
2. *Be Respectful*
3. *Follow the rules*
4. *Read, Think, Apply, Conclude.*

1.4. SWOT Analysis

Reflect on the current landscape of online safety at your school. Think about your school's strengths and weaknesses as well as on potential opportunities and threats that an online safety strategy may bring with it. Summarise your main findings in the SWOT table below.

Tips:

- Take enough time to reflect on existing initiatives, programmes, etc. related to online safety. This information is crucial because it will be the basis of your strategic plan. If possible, ask colleagues, students, parents about their views as well.
- Gather information about and reflect on the following questions:
 - Why is it important for the school to enhance the online safety provision at school?
 - What is your school currently doing to foster a safer online school environment?
 - Are there any online safety policies and/or rules in place at your school?
 - In terms of technical infrastructure, what does your school currently do to ensure a safer online environment?
 - Are there any online safety initiatives taking place at your school (e.g. class activities, awareness-raising initiatives, online safety materials being distributed, etc.)? Which ones? Who are the main beneficiaries (students, parents, staff, etc.)?
 - Do you think it would be possible to link the online safety strategy to the school curriculum or to other initiatives, programmes or school projects so that resources, time and results are maximised?
 - Which human and/or financial resources are needed to develop and implement an online safety strategy for your school? Does the school possess these resources?
 - Is the school staff willing and able to deal with potential extra tasks and workload?
 - What are the potential challenges or risks related to the implementation of an online safety strategy at your school?
 - What can go wrong?
 - What can the school do to prevent any risks from happening?
 - What will the school do if these risks can't be prevented?

Based on your reflections, carry out a SWOT analysis to identify your school's main strengths (at least 5), weaknesses (at least 5), opportunities (at least 3) and threats (at least 3) as related to implementing an Online Safety Strategy at your school. Use the table below Summarize your key findings. [Replace the examples in blue below by your own.](#)

	Helpful to achieving your strategy	Harmful to achieving your strategy
Internal factors (School attributes)	<p>Strengths</p> <ol style="list-style-type: none"> 1. School management is willing and able to cope with potential additional tasks and workload. 2. The fact that our students are very young and do not use too much internet makes it easier to train. 3. Many of our trainers use mobile phones and the Internet, so they can take part in classroom activities and awareness activities. 4. The positive approach of families to safe internet use gives the school strength. 5. School technical infrastructure and equipment (internet connection, computer, smart board, projection, etc.) is an opportunity for the school to be appropriate. 	<p>Weaknesses</p> <ol style="list-style-type: none"> 1. Teachers are reluctant to view extra-curricular tasks, completed questionnaires or forms as workload. 2. The school does not have an existing Internet Security Policy and Action Plan. 3. Parents who are invited to family trainings are unwilling and do not participate in trainings for various reasons. 4. Limited physical and financial facilities of the school. 5. The lack of computers and internet in the homes of foreign national asylum seekers (Syrian students) and students with poor financial status, disrupting the classroom and homework applications.
External factors (Aspects outside the control of your school)	<p>Opportunities</p> <ol style="list-style-type: none"> 1. The school DSL line is allocated by the Ministry of Education and is free of charge. 2. Under the National Security Policies, the introduction of Internet security into school curricula in accordance with student levels. 3. E Sites that give the Safety Label and sites such as European schoolnet academy offer training opportunities for Digital security. 4. Easy to reach and get support from Safety and Security Specialists. 5. Enact laws and regulations related to Internet security and make the society sensitive about this issue. 	<p>Threats</p> <ol style="list-style-type: none"> 1. The absence of an IT teacher at the school by the teacher assignment unit. 2. Inadequate inspections and low penalties in internet cafes around school. 3. Lack of adequate conferences, panels and trainings to raise awareness about digital information security and Internet use. 4. Software, Games and many useful sites not in the local language. 5. Online Security software and programs are expensive and often not used for this reason.

2. Defining your online safety strategy

2.1. Strategy Vision

Based on what you learned from the SWOT analysis, elaborate your school's Online Safety strategy vision.

Tips: Keep it short, simple and engaging. To check if your vision fulfils these requirements you can ask yourself the following questions:

- Does your vision clearly communicate why your school needs a eSafety strategy?
- Is your vision tangible?
- Will your vision inspire your school community, especially your colleagues, students and their parents?
- Is it short enough? In other words, can it be easily memorized?

In 1-2 lines, describe your eSafety strategy vision.

« *Our school's Social Media Strategy vision is... For safe school, we use secure internet.*

2.2. Focus Areas

Based on what you learned during the situational analysis, define no more than 4 focus areas for your school's eSafety strategy.

- **Tips:** No more than 4 focus areas
- Start with an adjective
- Keep them short

Describe here your eSafety strategy 3-4 focus areas. *Replace the examples in blue below by your own focus areas:*

1. *Safe Internet use training.*
2. *Respectful and careful users education.*
3. *Uninterrupted, high quality and secure internet service providing.*

2.3. Strategic Goals and Objectives

For each of the Focus areas defined above, describe in the table below the corresponding strategic goals and objectives that will help you realise those focus areas. **You can adapt the table as required.** *Delete the examples in blue below and replace by your own focus areas, goals and objectives.*

Tips:

- **Strategic goals** must be high-level, ambitious but also specific. They will generally have a deadline of 1 year or more.
- **Objectives** must be measurable and must provide a time frame for their completion.
- Write SMART objectives. i.e. Specific, Measurable, Achievable, Relevant and Time-bound.

Focus Area	Strategic Goals	Objectives
Focus Area 1 Secure Internet and Social Media Usage Trainings	1.1 Completion of training of all teachers by June 2020 on Secure Internet and Social Media Use.	1.1.1 To open at least 2 social media accounts to all teachers working at the school by the end of December 2019. Objective 1.1.2 To provide a 30-hour Certified Course in January 2020 for safe Internet and Social Media Training. Objective 1.1.3 To share in-school work from social media after February 2020 to encourage the use of social media by all teachers.
	Strategic goal 1.2 Raising awareness on the use of Secure Internet and Social Media by reaching at least 75% of parents by May 2020.	Objective 1.2.1 Conduct a survey within the school in December 2019 to determine parents' trends in Social Media Use. Objective 1.2.2 Evaluate the Survey Results and plan their training by the end of January 2020 and complete their training by April 2020. Objective 1.2.3 In May 2020, to make a video together with the parents on Safe Internet and Social Media and publish it on the school website.
	Strategic goal 1.3 Giving seminars to all students until June 2020 on the use of secure Internet and Social Media.	Objective 1.3.1 To ensure that all teachers prepare a form by the end of 2019 where they can gather information about their students' use of the Internet and social media. Objective 1.3.2 In line with the information obtained, to give three seminars between January and May of 2020 on the use of Secure Internet and Social Media. Objective 1.3.3 In June 2020, the students prepared an exhibition on the theme of Secure Internet and Social Media cartoons and newspaper clippings to open.
Focus area 2 To be a respectful and careful user on the Internet.	Strategic goal 2.1 Training all students on "Peer bullying" until June 2020.	Objective 2.1.1 Detecting "Peer bullying" frequently encountered on the Internet in January 2020. Objective 2.1.2 To ensure that Peer bullying trainings are given by expert guidance teachers until May 2020. Objective 2.1.3 In June 2020 to organize a painting contest with examples of "Peer bullying".
	Strategic goal 2.2 Raising awareness of all students on "Hate Online" by June	Objective 2.2.1 Upload at least 3 videos to the school website by January 2020 on online hate and allow all students to watch.

		<p><i>Objective 2.2.2 2020 By the end of April, the school students prepare a theatre for students to watch.</i></p> <hr/> <p><i>Objective 2.2.3 2020 In June, all students conduct a questionnaire reflecting their ideas and behaviour on online hate.</i></p>
	<p><i>Strategic goal 2.3 To share information on the Internet for all students by June 2020 and work on what needs to be considered</i></p>	<p><i>Objective 2.3.1 To give a seminar on the damages of information sharing in Digital Media until February 2020.</i></p> <hr/> <p><i>Objective 2.3.2 2020 In March, all students to learn about the methods used for information theft on the Internet, to watch video.</i></p> <hr/> <p><i>Objective 2.3.3 2020 In June, the Safe Internet and the school to open a painting exhibition about students.</i></p>
<p>Focus area 3</p> <p>To provide uninterrupted, high quality and secure internet service</p>	<p><i>Strategic goal 3.1 By the end of 2020 all the computers used in the school for the secure internet format and maintenance of the security protection by making.</i></p> <hr/> <p><i>Strategic goal 3.2 By the end of 2020, replace the school Internet network with fibres optic cable and increase the speed of the Internet, avoid disruptions</i></p>	<p><i>Objective 3.1.1 2020 to eliminate the problems caused by electricity and cable until February.</i></p> <hr/> <p><i>Objective 3.1.2 Repair and maintenance of all computers until June 2020</i></p> <hr/> <p><i>Objective 3.1.3 Formatting of all computers and installing antivirus programs by June 2020.</i></p> <hr/> <p><i>Objective 3.2.1 By the end of 2020, allocate money from the school budget to replace the school Internet network with fibres optic cable.</i></p> <hr/> <p><i>Objective 3.2.2 By the end of 2020, the school will change the internet speed limit schedule.</i></p> <hr/> <p><i>Objective 3.2.3 To make official correspondence with the necessary authorities by the end of 2020.</i></p>

Implementing the Online Safety Strategy

2.4. Action Plan

Fill in the table below. Add as many activities as required to achieve each of your objectives. Delete the examples given and replace by your own objectives and activities.

Remember: The action plan describes the steps and timelines necessary to achieve the goals. This plan specifies which initiatives need to be developed, by whom and when, so that your school's online safety strategic goals and objectives can be achieved.

- **Objective.** Here fill in the objective under which the activities described fall.
- **Activity.** Include a brief description of the activity to be implemented.

- **Responsible.** Refers to the people who are responsible for each activity. The person listed as responsible oversees that goals, objectives and/or activities happen as planned.
- **Time period.** Indicate here when the activity must be delivered. It can be a specific date or a longer period.
- **Expected results or outputs.** Outputs are the products, goods and services that result from your strategy. This information is critical to monitor if the target for any given activity have been achieved.
- **Resources.** Here all the resources – material, financial and/or human – that are needed to carry out each activity should be listed.

Objective	Activity	Responsible	Time period	Expected results/ outputs	Resources
Objective 1.1.1 To open at least 2 social media accounts to all teachers working at the school by the end of December 2019.	Activity 1 <i>To determine the social media accounts to be opened by conducting surveys among teachers.</i>	<i>Assistant director</i> <i>Guidance Teacher</i>	<i>December 2019</i>	<i>A short survey of 4 options will be conducted.</i> <i>(Facebook-Twitter-Instagram -Snap chat) 2 social media will be asked to choose.</i>	<i>-Copying machine</i> <i>- Survey paper</i> <i>-Pen</i>
	Activity 2 <i>Collecting and evaluating surveys and opening social media accounts.</i>	<i>Assistant director</i> <i>Guidance Teacher</i> <i>Teacher x</i>	<i>December 2019</i>	<i>Each teacher has 2 social media accounts</i>	<i>-Mail addresses</i> <i>-Internet</i> <i>-Computer</i>
Objective 1.1.2 To provide a 30-hour Certified Course in January 2020 for safe Internet and Social Media Training	Activity 1 <i>To receive teacher petitions and official correspondence for the course.</i>	<i>Head of School</i> <i>Assistant director</i> <i>Teacher's</i>	<i>January 2020</i>	<i>A certified, 30-hour course is offered to teachers.</i>	<i>-Official correspondence</i>
	Activity 2 <i>Course opening and completion of teacher training</i>	<i>Instructor and Teachers</i>	<i>January 2020</i>	<i>All teachers complete their education and receive a certificate</i>	<i>Living room</i> <i>-Projection</i> <i>-Computer</i> <i>-Certificate</i>



Objective 1.1.3 To share in-school work from social media after February 2020 to encourage the use of social media by all teachers.	Activity 1 <i>Each teacher shares his / her social media account by illustrating the classroom activities and activities.</i>	<i>Students, Teachers, Parents</i>	<i>2020 February - June</i>	<i>Sharing the activities creates awareness among students, teachers and parents.</i>	<i>-Mobile phones -Camera -Computer</i>
Objective 1.2.1 Conduct a survey within the school in December 2019 to determine parents' trends in Social Media Use.	Activity 1 <i>To prepare a questionnaire on the tendency of parents to use social media.</i>	<i>Teacher x Teacher y Assistant director Guidance Teacher</i>	<i>December 2019</i>	<i>At least 50% of the parents participate in the survey.</i>	<i>-Copying machine - Survey paper -Pen -Parents</i>
Objective 1.2.2 Evaluate the Survey Results and plan their training by the end of January 2020 and complete their training by April 2020.	Activity 1 <i>Evaluating the survey results and making a plan about the content of the training.</i>	<i>Assistant director Guidance Teacher Teacher x-y-z</i>	<i>January 2020</i>	<i>As parents, what are our responsibilities towards children in the use of secure internet and social media? What should we pay attention to? How should we behave? How should we follow? training is planned.</i>	<i>- Training Plan -Computer</i>
Objective 1.2.3 In May 2020, to make a video together with the parents on Safe Internet and Social Media and publish it on the school website.	Activity 1 <i>Take videos with volunteer parents to raise awareness of the safe Internet.</i>	<i>parents assistant director guidance teacher school principal</i>	<i>May 2020</i>	<i>The video is published on the School website.</i>	<i>-Computer -Mobile phones -Camera -School website.</i>

3. Monitoring progress and assessing your online safety strategy

Make a plan about how your strategy will be monitored and assessed. Fill in the table below. **Don't forget to delete the examples given in blue and replace by your own.**

Tips:

Before describing your monitoring and assessment plan, reflect on the questions below:

- How will progress be measured?
- How often will progress be measured against goals/objectives?
- What exactly will be measured? i.e. How will you assess that each strategic goal is being or has been achieved?
- How will those findings be reported, to whom and for what purpose?

Focus Area	Strategic Goals	How will progress and/or attainment be assessed?	Time period/deadlines
Focus Area 1 Secure Internet and Social Media Usage Trainings	1.1 Completion of training of all teachers by June 2020 on Secure Internet and Social Media Use.	To determine the social media accounts to be opened by conducting surveys among teachers.	Survey 1: December 2020
	1.2 Raising awareness on the use of Secure Internet and Social Media by reaching at least 75% of parents by May 2020.	A survey will be made for parents. Seminars will be given. Trainings will be planned.	Survey 1: January 2020
	1.3 Giving seminars to all students until June 2020 on the use of secure Internet and Social Media.	Students will be informed by all teachers with course certificates.	Survey 1: February 2020 Survey 2: April 2020 Survey 3: June 2020
Focus area 2 To be a respectful and careful user on the Internet.	Strategic goal 2.1 Training all students on "Peer bullying" until June 2020.	The statistics of peer bullying in school and social media are kept and the issue of decrease and increase is followed.	Survey 1: March 2020 Survey 2: June 2020

	<i>Strategic goal 2.2 Raising awareness of all students on "Hate Online" by June</i>	<i>The statistics of online violence are kept in the school and on the social media, and the reduction and increase are monitored.</i>	<i>Survey 1: February 2020 Survey 2: April 2020</i>
	<i>Strategic goal 2.3 To share information on the Internet for all students by June 2020 and work on what needs to be considered</i>	<i>Watch the video about the dangers of sharing information on the Internet. Brochures are made. Newspaper clippings are used.</i>	<i>Survey 1: March 2020 Survey 2: May 2020</i>
Focus area 3 To provide uninterrupted, high quality and secure internet service	<i>Strategic goal 3.1 By the end of 2020 all the computers used in the school for the secure internet format and maintenance of the security protection by making.</i>	<i>To make cost calculation with the cooperation of the school and to provide the money</i>	<i>Survey 1: April 2020</i>
	<i>Strategic goal 3.2 By the end of 2020, replace the school Internet network with fibres optic cable and increase the speed of the Internet, avoid disruptions</i>	<i>Electrical, cable repairs and maintenance are done. Format is discarded by repair and maintenance of computers. Antivirus protectors are installed. Fiber optic cables are renewed and Internet speed is changed.</i>	<i>Survey 2: May 2020</i>

4. Risk Assessment

Fill in the table below by listing the most important risks you foresee that could affect the implementation of your online safety strategy and propose ways to mitigate those potential risks. Include at least 5 potential risks. *Delete the examples given in blue and replace by your own.*

Tips:

- Refer to the most important risks identified during your SWOT analysis
 - Propose concrete and realistic solutions to mitigate those risks
 - If the risks described are too big or imminent it may be best to remove high risk activities from the strategy and replace them by activities or objectives which have more chances to succeed.

Potential risks to the eSafety Strategy	How to mitigate the potential risks identified
1. Teachers lack time to design and carry out activities	<ul style="list-style-type: none"> - Encourage students and parents to take an active role and support the school staff in the activities developed. - Develop collaborative and inter-disciplinary activities or projects so that the “extra burden” is distributed among several colleagues.
2. Families do not want to participate in trainings	<ul style="list-style-type: none"> - Convince with home visits. -By giving small roles to children in various activities, to ensure that they come to school.
3. Limited physical and financial facilities of the school.	<ul style="list-style-type: none"> -To arrange financial support for financial resources.
4. The school does not have an existing Internet Security Policy and Action Plan.	<ul style="list-style-type: none"> -Giving award and achievement certificate to volunteer teachers who will make Action Plan. -To get a secure School label, it is provided to be included in the school strategic plan.
5. The lack of computers and internet in the homes of foreign national asylum seekers (Syrian students) and students with poor financial status, disrupting the classroom and homework applications.	<ul style="list-style-type: none"> - To provide computers for asylum seekers and poor students that they can use outside of the course. - For those disadvantaged students, exercise in the school environment.