



ÇAMLICA KIZ LİSESİ
e-GÜVENLİK POLİTİKASI

ÇAMLICA GIRLS HIGH SCHOOL

e-SAFETY POLICY

As Çamlıca Girls High School, we are aware of the fact that information communication technologies are an important part of everyday life, at school, at work or at home. Digital technologies offer lots of opportunities for our students and it cannot be denied that it is an essential tool for learning. However, besides the opportunities provided by digital technologies, there is the danger of the child experiencing mental, psychological and physical attacks. As Çamlıca Girls High School, we believe that e-safety is significant to protect our students, staff and parents in the digital world. Therefore, our school takes necessary measures to ensure that all our students and staff are protected from potential damage in virtual environments.

OBJECTIVES

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, Windows Antivirus Software, Ministry Of Education security software ...etc.)
3. Ensure that all staff work safely and responsibly, model positive behaviors online,
4. To make sure that all staff and students are informed about the necessary measurements when there is a possible safety problem online.
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.

RESPONSIBILITIES

As Çamlıca Girls High School, we are very much aware that all members of our school and our community have important responsibilities on the issue of e-safety.

Responsibilities of School Administration

- To write the school e-safety policy and to share the policy with all members of the school (students, teachers, parents, staff...etc.) and make sure that it is followed.
- To contribute to the development of online security policies.
- To manage the school website in accordance with the rules of school e-safety policy.
- To use digital technology safely and responsibly
- To inform and educate all members of the school (students, teachers, parents, staff...etc.) about e-safety
- In case of a possible cyber-attack, take necessary steps in accordance with the school e-safety policy and inform the authorities if necessary.

Responsibilities of Students

- To read and follow the e-safety policy of the school,
- To contribute to the development of online security policies.

- To use the Internet and other ICT e.g. mobile phones, digital cameras, webcams, in accordance with the school e-safety policy and in a responsible manner at all times in school.
- To inform the teachers and school administration immediately and ask for help in case of an online risky situation , when they are exposed to bullying or witnessed bullying in any way,
- To be respectful to the rights of others whether online or not.

Responsibilities of the Teachers and Staff;

- To read and follow the e-safety policy of the school,
- To contribute to the development of online security policies.
- To use the Internet and other ICT e.g. mobile phones, digital cameras, webcams, in accordance with the school e-safety policy and in a responsible manner at all times in school.
- To inform the school administration immediately and in case of an online risky situation , when they are exposed to bullying or witnessed bullying in any way,

Responsibilities of Parents;

- To read and follow the e-safety policy of the school which is shared in the school website,
- To make sure that their children read and follow the e-safety policy
- To be aware of the responsibilities as a parent when there is a risky situation
- Create a safe environment online for children at home.
- To inform the teachers and school administration when necessary

USE OF DIGITAL TECHNOLOGIES

School Website

- All the content published in the school website will comply with the school's e-safety policy.
- The Principal and the IT commission shall take responsibility for the general publication for published online content and ensure that the information is accurate and appropriate.
- Personal information of staff or students will not be published on the website.
- Student studies will be published with the permission of their parents.

Publishing online images and videos

- All the images and videos published online must be in accordance with the school e-safety policy and verified by the principal and the IT commission.
- 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.

- All video conferences and digital platforms used in distant education must be done via official and safe websites or applications.
- All the images and videos of students or staff must be published in school website or social media accounts with the permission of school principal and IT commission.

Use of personal devices and mobile phones

- Students are responsible for mobile phones or personal devices brought to school. The school is not responsible for any loss or damage.
- It is strictly forbidden for the students to use mobile phones at school hours. The students' mobile phones are collected by the class heads during the 1st class hour and delivered to the vice principal within the box. The vice principal keeps all the phones in a locked cupboard for safety. At the last lesson, the phones are picked up and distributed again by the class heads. (This rule is not applied during the pandemic.)
- Students who do not hand in their mobile phones or use it to take pictures and videos at school are punished in accordance with the disciplinary code published in the Secondary School Regulations.
- Students will be allowed to use the school phone when a student needs to call his parents.
- Students will ask for the permission of their teachers if they want to use their personal devices at school for educational purposes.
- 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.
- All the staff must switch off their personal mobile phones and devices during class hours or switches to silent mode.
- All staff and students have the legal responsibility of any content or messages sent to the students or by the students via social media. Any inappropriate content must be shared with the school administration. If there is any illegal content, authorities should be informed.

The effective implementation of Çamlıca Girls High School e-Safety Policy is the responsibility of the school administration and all members of the school.

12.10.2025
Canan ÇİFTÇİ
School Principal