

Checklist: Using mobile phones in schools

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. Our Wi-Fi network is not accessible for mobile phones.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Our Wi-Fi network can be accessed by pupils, but is different from the secure network for staff/core business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
3. The AUP contains a strict protocol on the use of mobile devices in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The school policy contains clear guidelines on the possession, use of mobile devices in school and the consequences of a violation of the policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
5. The use of mobile devices is constructively incorporated in the curriculum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Teachers, pupils and parents are thoroughly informed about the policy on the use of mobile devices on school grounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A strict procedure is applied by staff to deal with violations of the policy on mobile devices and the confiscation of devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist: Protecting sensitive data in schools

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. There are separate online environments (systems) for administration and learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Anti-virus protection is regularly updated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Professional support is sought for secure storage and encryption.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
4. We have a rigorously applied protocol on downloading/sending/printing sensitive data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Password info is included in our AUP.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Good contact with our national Data Protection Commissioner's Office ¹ .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
7. Relevant training for our staff from specialised expert.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. At minimum, an annual meeting with staff on importance of data protection including social engineering risks ² .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. An incident handling procedure is in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ You can find the contact details for the Data Protection Commissioner's Office in your country here: http://ec.europa.eu/justice/data-protection/bodies/authorities/eu/index_en.htm.

² Social engineering sites refer to sites where the user is tricked into visiting a website or clicking on a link to open an attachment, which they should not.



Checklist: Protecting your devices against malware

Are we doing this in our school?

Yes Partly No

Infrastructure

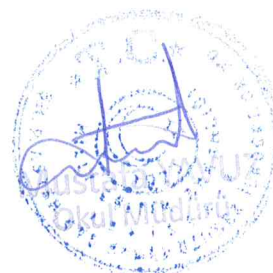
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Anti-virus protection and firewalls are installed on all school devices and are regularly updated. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Unwanted websites and pop-ups are permanently blocked on all school machines. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Policy

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 3. The AUP contains a strict protocol on downloading files, checking mails and use of portable devices. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Practice

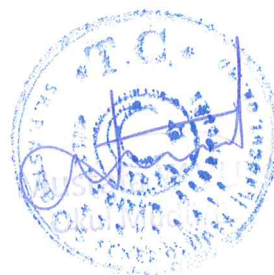
- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 4. Relevant training is provided for our staff from a specialised expert. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. There's a dedicated person to deal with any breaches of security that may occur. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. An incident handling procedure is in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Pupils are informed on how they can scan files for malware on school devices. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Pupils are informed about why it is important that specific online content remains blocked on school machines. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Checklist: Incident handling

Did the school staff handle the incident correctly?

	Action needed	All good	Comment
General – process related			
1. Does the school policy/staff handbook include an incident handling procedure that all staff are aware of? Are contact numbers for helplines, etc. included? With the knowledge of this incident, can the current procedure be improved?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The school policy/staff handbook include an incident handling procedure that all staff are aware of and contact numbers are included. The current procedure can be improved with the knowledge of this incident.
2. Did everybody know how to handle the incident? In cases where respective parties, e.g. parents, police, etc. should have been involved/notified, was this done in the right and timely manner?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Everybody know how to handle the incident. All things were done in the right and timely manner.
3. Would it have been possible to discover the incident earlier?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It may be possible to predict the event by looking at previous data and clues.





Incidents concerning inappropriate access

- | | | | |
|--|--------------------------|-------------------------------------|--|
| 4. Is there are a responsible person named that regularly monitors our services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is a responsible person "Yasin Tütüncü" named that regularly monitors our services. |
| 5. Does our school have all sensitive data stored on a separate server to which only authorised personnel has access to? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | My school has all sensitive data stored on a separate server to which only authorised personnel has access to. |
| 6. Are we aware of new security holes as they become known and apply patches accordingly? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | We are aware of new security holes as they become known and apply patches accordingly. |
| 7. Is our staff aware of the importance of securing sensitive data with secure passwords? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Our staff is aware of the importance of securing sensitive data with secure passwords. |

Incidents concerning bullying

- | | | | |
|--|--------------------------|-------------------------------------|--|
| 8. Is there a person of confidence that students could discuss the incident with? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is a person of confidence that students could discuss the incident with "Yasin Tütüncü" |
| 9. Do all staff, pupils and members of the wider school community respect and adhere to the AUP? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | All staff, pupils and members of the wider school community respect and adhere to the AUP. |
| 10. Is there a risk that the incident could be repeated by the person causing it or against the same victim? Is there a need for further remedial work or awareness raising? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Always but a little. There is always a need for further remedial work of awareness raising because technological systems are in a rapid change everyday. |





Are we doing this in our school?

No

1. Our AUP includes a statement on how online issues which have taken place outside of school are dealt with.

☒☐☐

2. In case of serious problems, teachers are obliged to inform parents and call on external professional help when necessary.

☒☐☐

3. Parents and pupils are informed about the school's commitment in regards such issues.

☒☐☐

4. Awareness raising activities on online issues are organised at least once per year.

☒☐

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5. Staff trainings on online safety are organised annually.

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9

6. We have an appointed teacher or councillor where pupils can go for help related to online issues.

☒☐

□



Checklist: Online extremism, radicalisation and hate speech

Are we doing this in our school?

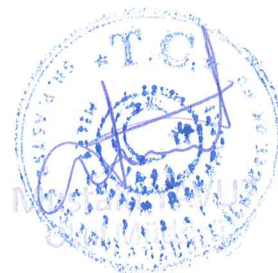
	Yes	Partly	No
Policy			
1. Are the risks of online extremism and radicalisation referred to in the child protection policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the policy make reference to the role of the school in incidents which happen outside, i.e. when pupils are not at school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are pupils and staff aware of the school's approach to hate speech?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the references to online extremism and radicalisation regularly updated to reflect changes in the law and current practice and advice given to schools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
5. Do all staff receive regular training on the risks of radicalisation, are they aware of what to look for and how to spot potential problems? Do they know what to do if they have concerns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do pupils receive information on how to protect themselves from online extremism and radicalisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does our school employ strategies for engaging with parents on issues relating to online extremism and radicalisation (e.g. information evenings, guidance on the school website)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do we have systems in place to support parents who may encounter difficulties relating to online extremism and radicalisation outside of school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





eSafety Label
for a safer school

9. Are there opportunities to provide a counter-narrative to hate speech and online extremism throughout the curriculum?



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Checklist: Cyberbullying

Are we doing this in our school?

Yes Partly No

Infrastructure

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Does our school use network monitoring technology that flags up keywords or inappropriate language that may be associated with bullying?
(Remember however, that such activity will typically take place outside of the school network and outside of the school day.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does our school have a designated staff member (probably within the pupil care team/pastoral team) with responsibility for overseeing all bullying issues?
(This person will be a contact point for reports and advice, will be able to recognise trends and will be responsible for regularly reviewing and amending all relevant policies.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does our school provide a way for concerns regarding bullying to be reported anonymously? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Policy

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 4. Is there a whole-school anti-bullying policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the policy include cyberbullying issues which may originate outside of school, and methods of responding to such incidents? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do we provide a classroom and school environment that supports positive behaviour and peer support? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the whole school community (staff, pupils and parents) aware of the rules and consequences for bullying? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |





eSafety Label for a safer school

8. Is the anti-bullying policy regularly reviewed and reinforced in order to see if adaptations are needed (e.g. in case of new technology or research findings)?
- ☒ ☐ ☐

Practice

9. Do all teaching and support staff receive regular training on the characteristics of online and offline bullying, and appropriate responses to it?
- ☒ ☐ ☐
10. Do pupils of all ages receive information on how to deal with cyberbullying, and how to seek further help and advice?
- ☒ ☐ ☐
11. Does our school employ strategies for engaging with parents on issues relating to bullying and cyberbullying (e.g. information evenings, guidance on the school website)?
- ☒ ☐ ☐
12. Do we have systems in place to support parents who may encounter difficulties relating to cyberbullying at home?
- ☒ ☐ ☐



Checklist: Acceptable Use Policy (AUP)

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. The school infrastructure takes account of new initiatives and ways of working such as Bring Your Own Device (BYOD) and the AUP is amended accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
2. The school has an AUP which is regularly updated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The review of the AUP involves all stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
4. Staff regularly refer to the AUP with pupils to ensure that there is a shared understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All staff, pupils and members of the wider school community respect and adhere to the AUP.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Checklist: School policy

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. The school eSafety policy has up-to-date security systems including information about a firewall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All teachers receive CPD and regular training on eSafety and understand both the learning and administrative environments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. One single person is responsible for licensing agreements ensuring they are up to date and fit for purpose (ICT or Network Manager).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The eSafety policy gives clear guidelines on inappropriate and appropriate use of digital communications between stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
5. One single person is responsible for seeing that all aspects included in the school eSafety policy are discussed throughout the school and by all user groups (eSafety Coordinator).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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|--|-------------------------------------|--------------------------|--------------------------|
| 6. The school eSafety policy covers the following issues: use of digital and video images, data protection, unsuitable activities and copyright, mobile device use and illegal images. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Practice

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 7. There is a clear and easy-to-access incident handling procedure in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. eSafety training for staff is delivered at least annually. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. All teachers receive CPD and regular training on eSafety (using the eSafety policy as a guide as to topics covered). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The school eSafety policy refers to the integration of eSafety across the curriculum. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Checklist: Taking and publishing photos and videos at school

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. One staff member is responsible for checking that personal data is not published next to pupils' photos on the school website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
2. There is a clear photograph and image policy with concrete guidelines. All teachers, parents, pupils and the wider school community are informed and regularly reminded about the policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
3. The school maintains a database where the policy and supporting documents (photo and video permission forms) can easily be found.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All teachers know where to receive guidance in case of doubt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The whole school community, including pupils, have received training concerning photos and use of social media.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A reminder with guidelines is sent around before special events at school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist: Information for parents

Are we doing this in our school?

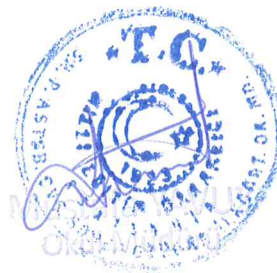
	Yes	Partly	No
Policy			
1. Parents are asked to take an active role in eSafety at the school and to reinforce key messages. This is outlined clearly through our home/school agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
2. Parent sessions on eSafety are held at least annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. eSafety messages are distributed to parents through a range of different mediums.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pupils are involved in delivering eSafety messages to their parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist: Embedding eSafety in the curriculum

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. While our ICT infrastructure is sufficiently secured and internet access is filtered, this does not restrict our pupils' ability to explore the many online opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
2. School policies explicitly refer to the integration of eSafety across the curriculum, so that all teachers are made aware of their shared responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
3. eSafety is taught as part of the curriculum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All teachers receive regular training on eSafety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Pupils do peer mentoring about eSafety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The school provides eSafety support for pupils outside of curriculum time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist: eSafety training courses

Are we doing this in our school?

	Yes	Partly	No
Policy			
1. All staff are aware of and understand the AUP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Staff are updated on eSafety issues regularly, and at least annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. eSafety is part of staff induction for all new staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
4. All staff have received some eSafety training during the last 12 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. There is a planned programme of eSafety training targeted at different groups of staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The CPD is up to date and relevant and addresses current eSafety trends and issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The eSafety training is provided by a recognised provider in the field of online safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist: Sexting

Are we doing this in our school?

Yes Partly No

Policy

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Is sexting and our approach to it included in the child protection policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the policy make reference to the role of the school in incidents which happen outside, i.e. when pupils are not at school? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are pupils aware of the consequences of sharing sexting-type images – both from school and law enforcement perspectives? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the references to sexting regularly updated to reflect changes in the law and current practice and advice given to schools? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Practice

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 5. Do key staff receive regular training on the characteristics of sexting and the schools approach to it? Do they know how to respond to incidents? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do pupils receive information on how to deal with sexting, and how to seek further help and advice? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does our school employ strategies for engaging with parents on issues relating to sexting (e.g. information evenings, guidance on the school website)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do we have systems in place to support parents who may encounter difficulties relating to sexting outside of school? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Checklist: Schools on social networks

Are we doing this in our school?

	Yes	Partly	No
Policy			
1. School staff is kept informed about common policies concerning social media use, as well as possible restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pupils have been informed about the school's policies concerning social media use, as well as best practices, safe social media use and possible restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
3. Staff sessions on social media use are held at least every six months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Parents are involved in and informed about social media practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Pupils are involved in social media use at school. Pupils function as multipliers/mentors to other pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Mustafa YAYUZ
Okul Müdürü

Checklist: Safe passwords

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. Our ICT infrastructure is sufficiently secured; it automatically asks the users to renew their passwords to access the school system regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy			
2. The AUP contains information about passwords.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Teachers periodically discuss with students the importance of effective, secure passwords.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice			
4. Data protection is discussed as part of the curriculum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist: Use of removable devices

Are we doing this in our school?

Yes Partly No

Infrastructure

- | | | | |
|--|---|--|--|
| 1. Anti-virus protection is installed and regularly updated. | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
|--|---|--|--|

Policy

- | | | | |
|---|---|--|--|
| 2. Ground rules on the use of removable devices are included in our AUP. | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 3. Staff should not save sensitive data on removable devices. | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 4. Incident handling procedures have been set up, especially in case of the loss of a removable device containing sensitive information about pupils. | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |

Practice

- | | | | |
|--|---|--|--|
| 5. Staff and pupils are required to always run a virus scan when using removable devices on school machines. | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 6. Staff and pupils are sufficiently informed/trained to carry out successful virus scans. | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 7. Staff and pupils are aware of and follow formal incident handling procedures (e.g. for loss of device, malware infection) | <input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |

