E-safety policy in international Project

worksheet for teachers – Halepaghen-Schule, Buxtehude

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| No. | Range  | Questions | Yes/No | Comments |
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| 1.  | Image protection | 1. Does the school have clear rules concerning the publication of photos and films? | Yes | This is included in the school regulations: “Image, video and sound recordings are generally prohibited without the explicit permission of a teacher. Schoolchildren have to behave in such a way that in the 'virtual' world of the Internet (this also includes social networks) nobody is injured, exposed, excluded, harmed or insulted. " |
| 2. Do they include the use of pictures (photos and films) in social media (both by school and by parents / students)? | Yes  | The education act as well as the school regulations do not allow pupils / parents to use pictures or films in connection with the school on social media |
| 3. Do teachers / students post photos of students / teachers on the school website or the school's fb / Instagram profile etc? | Yes / No | This can be done on the school’s website in the public area and/or in the private area of the homepage;It isn’t allowed in FB profiles or Instagram (right of publicity) |
| 4. Do parents / legal guardians and / or young people (depending on age and national requirements) have to sign a photo and video consent before any filming or photographing students? | Yes | This is usually done by the parents /legal guardians when the child is registered at our school; The declaration of consent is then included into the student’s file of each student |
| 5. Does the school have specific resolutions regarding the consequences of sharing photos and videos on social media without a person’s consent? What are they? 5a. Are members of the school community informed of these consequences? | Yes | On the one hand, this is anchored in the Education Act of Lower Saxony and in the Basic Constitutional Law of the Federal Republic of GermanyIn grade 6, this topic is regularly included into a training for pupils / teachers / parents (Klicksafe, Smiley e.V.) |
| 6. . Does the school maintain a database where rules and supporting documents (consent forms for photos and videos) and consent forms signed by the students / parents can be found?  | Yes | For the teachers of our school we have the consent forms stored on the platform ‘Iserv’;All from the parents filled in and signed declarations of consent are included in the student’s file of each student |
| 7. Does the school need / require additional consent for specific school projects, e.g. eTwinning, Erasmus+? |  | Basic approval for participation in projects must be obtained from the school community |
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| 2. | Personal data protection | 1. Does the school have a document specifying the protection of students and teachers’ personal data? |  | First of all, the students’ and teachers’ personal data is protected by law. At the moment, colleagues are working on a special document for our school.  |
| 2. Are students / teachers / parents familiarized with the Regulation of the European Parliament of 27 April 2016 on the protection of individuals with regard to the processing of personal data? | Yes | The teachers know about the Regulations of the European Parliament of April 27, 2016 on the protection of individuals with regard to the processing of personal data. Students are instructed about their individual (personal) rights. |
| 3. Are teachers obliged to keep confidential the personal data to which they have access in connection with the performance of their duties? | Yes | This is anchored in the Education Act of Lower Saxony. Teachers have to keep this data ‘strictly’ confidential.  |
| 4. Do parents / legal guardians and / or young people (depending on age and national requirements) have to consent to the processing of students' personal data generally for the duration of their studies and also separately for a specific purpose, e. g. Erasmus+ project? | Yes | Parents / legal guardians have to give their consent when their child is registered at our school.  |
| 5. Can teachers publish students' names and other details on social media for school purposes, e. g. in Erasmus + / eTwinning projects? | Yes | Consent of parents is neccessary; only on safe and reliable websites; as little information as possible; no publications on Facebook / Instagram etc. |
| 6. Are teachers obliged to encrypt personal data when sending them online? | No |  |
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| 3. | Copyright | 1. Does the school have clear rules on copyright and intellectual property? | Yes | The question of copyright is embodied in the Eucation Act of Lower Saxony.  |
| 2. Does the school familiarize students with the copyright laws of the country concerned? | Yes | Specifications / guidelines are clarified by the teacher (e.g., in the so- called ‘Seminarfach’ – students learn and hand in a term paper/thesis) |
| 3. Does the school shape students' habit of respecting copyright? How is it done? | Yes | In the so called ‘Seminarfach’, students learn how to quote and when writing essays, presentations, etc. they have to provide quotations and indicate their sources in a bibliography. In grade 6, this topic is regularly included into a training for pupils / teachers / parents (Klicksafe, Smiley e.V.)In content-specific subjects students are instructed about the problems of copyright by their teachers.  |
| 4. Does the school make students aware of the consequences of copyright infringement? | Yes | In grade 6, this topic is regularly included into a training for pupils / teachers / parents (Klicksafe, Smiley e.V.)Furthermore, the copyright infringement is a common subject in society. |
| 5. Are students able to use Internet materials in compliance with the copyright rules? | Yes | After the training in year 6 |
| 6. Are students able to protect their intellectual property? | No |  |
| 7. Do students know the rules for publishing content under Creative commons licenses? | Yes/ No | This is discussed in compulsory elective lessons. |
| 8. Do students need guidelines to know how to properly respect copyright and protect their intellectual property? | Yes | A document with important guidelines would certainly be helpful. |
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| 4. | Students’ safety on the Internet | 1. Does the school have a document specifying the student's safety on the Internet? | No |  |
| 2. Are legal programs and applications installed on school computers? | Yes |  |
| 3. Is anti-virus and other security software installed on the school computers? | Yes |  |
| 4. Does the school have guidelines for students' use of school computers?4a. What can(not) be done on school computers? | Yes | At the HPS, tablets have been introduced from grade 7 onwards . This means every student has his / her own tablet.The students cannot install any programs on the school computers. The tablets are preinstalled with the necessary apps. (Pupils can download additional school (or school usable) apps from a list); The school computers are also protected against software being installed by unauthorized students |
| 5. How does the school ensure that students can safely attend online classes at home? | Yes | - MS Team is used for online lessons (other programs are not allowed to be used because of data protection reasons);- Use of ‘Iserv’ for: home schooling assignments, necessary materials, completed tasks returned by the students, revised tasks returned by the teachers, feedback to the studentsProvisions / requirements by Lower Saxony:- Prohibition of video conference recordings |
| 6. Does the school teach how to safely use the Internet, including:- using extended passwords and not saving them in an accessible place,- using the incognito mode in browsers,- logging out of portals and applications,- data encryption during transmission,- installing anti-virus and other security programs,- installing legal programs and applications, etc.6a. Can the school require the student to take the above mentioned precautions and safety precautions, both for school and private equipment used at school and/or at home? | YesNo | This is anchored in the school's prevention program. It is taught partly by the teachers and partly by external experts. |
| 7. Does the school prepare students to consciously search, select and use information from the Internet? | Yes |  |
| 8. Does the school develop students' ability to use social media in a responsible and safe way? | Yes | As our school has a prevention program our students learn to use social media in a responsible and safe way. This is done by teachers and partly by external experts.  |
| 9. Does the school develop students' awareness of the dangers of "being online"? | Yes | school's prevention program |
| 10. Does the school need parental consent for students’ participation in a school online project, e.g. the eTwinning project? |  | Basic approval for online participation in projects must be obtained from the school community |
| 11. What practical educational actions does the school take in the field of students’ safety online? | Yes | - instructions during class teacher lessons; - instructions are integrated into normal lessons because of ‘tablet classes’;- instructions about preventive measures |
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| 5. | Students in social media and the school image | 1. Does the school have a document specifying the student's behaviour on the Internet/social media which considers the good image of the school? | No |  |
| 2. What are the consequences of acting against/to the detriment of the school image? |  | Conversations with the student / the teacher (class teacher) / the parents; discussions together with the school management; class conference;impose sanctions (educational or regulatory measures); school suspension |
| 3. Does the school make students aware of the connection between their online presence and the good image of the school?3a. How are students made aware that they represent their school? | No | In case a student has shown negative behaviour on the internet / social media teachers and/or the head teacher will talk with this student. There might even be some kind of sanction. And the student will be informed that his negative behaviour will have consequences on the school image which will not be accepted by the head of the school. |
| 4. What activities shouldn’t students do online because they might harm their school or other students’ image? |  | This is included in the school regulations:“Image, video and sound recordings are generally prohibited without the explicit permission of a teacher. Schoolchildren have to behave in such a way that in the 'virtual' world of the Internet (this also includes social networks) nobody is injured, exposed, excluded, harmed or insulted. " |
| 5. What should students do online to enhance/ promote their school image? |  | Information on the homepage: e.g. educational successes; school trips; school projects; school activities, etc. |
| 6. Are students encouraged to use an appropriate language in social media? | No |  |
| 7. Can students follow teachers on social media/can teachers follow students and what measures are taken when it is forbidden? |  | Teachers are not allowed to contact students as teachers via social media, in case the teacher has a social media account students might be able to follow him/her; therefore, teachers are asked to be most cautious with their social media contacts  |
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| 6. | Mobile devices in education | 1. Does the school have rules for staff and students concerning the use of cell phones and other portable devices? | Yes | School regulations |
| 2. What are the consequences of violating the mobile device policy? |  | Conversations with the student / the teacher (class teacher) / the parents; discussions together with the school management; class conference; sanctions (educational or regulatory measures);  |
| 3. Do students have to have private devices (tablet, computer ...) for school use only?3a. How are access rights to these devices regulated? | Yes | At the HPS every student has a tablet of his/her own.  |
| 4. Can students get access to the school's Wi-Fi network using a mobile phone and other private mobile devices? How is it administered? | Yes | There is a student WiFi (because of the tablet classes) |
| 5. When is the use of cell phones (and other mobile devices) allowed / prohibited on school premises? |  | Older students are allowed to use mobile phones during breaks and free periods. Due to the fact that all of our students start working with tablets in year 7, they are allowed to use it in class.Younger students (year 5/6) are not allowed to use their mobile phones. |
| 6. Is it allowed to use photo and video applications and under what conditions can the created photos or videos be published? | Yes | Parential consent, but not allowed in class or at school without the school’s consent |
| 7. Where should mobile devices be stored during classes? |  | Younger students (year 5/6) must keep their mobile phone switched off in their rucksack.Older students: noiseless; during examinations the cell phones must be placed on the teacher's desk |
| 8. Are students allowed to use mobile phones during classes for educational purposes?1 | Yes | With the teacher's consent only |
| 9. Are students informed on how to properly use mobile devices during classes? | Yes | In the tablet classes there are introductions on how to use the tablet |
| 10. Is the use of mobile devices constructively integrated into the curriculum?10a. How are cell phones used effectively in the classroom? | Yes | Tablet classes work a lot with the tablet: booklet guides, presentations, digital school books, etc. |
| 11. For what purposes can mobile devices be used? |  | see above |
| 12. Are students encouraged to use communication applications?12a What applications are used?12b What are they used for? | No | Data protection guidelines of the Federal Republic of Germany / legal requirements e.g. for WhatsApp |
| 13. Can students use their phones all the time during lessons without asking for permission? | No | No, not without the teacher's permission |
| 14. What happens if a student is caught using the phone? (a mobile phone as private property cannot be taken away from the student) |  | Conversations with the student / the teacher (class teacher) / the parents; discussions together with the school management; class conference; sanctions (educational or regulatory measures);  |
| 15. Can teachers use phones in class? | Yes | For school purposes or in case of emergency  |
| 16. the school have a document specifying the rules of online learning?16a. Is the student required to turn on the camera during educational activities? | YesNo | Requirements stated by the government of Lower Saxony, by the school management; by school regulations, by school rules (further guidelines are currently being drawn up) |
| 17. Does the school have a document specifying the rules for students' participation in internet projects such as e.g. eTwinning? | No |  |
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| 7. | Netiquette | 1. Does the school have a document specifying the rules of savoir-vivre on the Internet- so-called netiquette? | No | Netiquette is part of the school regulations |
| 2. What values ​​does this document take into account (e.g.: respect, tolerance, courtesy and kindness, responsibility)? | / | / |
| 3. Does this document specify the consequences of violating the school savoir-vivre rules on the Internet? If so, what are they? | / | / |
| 4. Are students made aware of the need to respect other points of view? | Yes |  |
| 5. Are students made aware of the need to maintain a proper and dignified relationship with other network users?  | Yes | School regulations; preventive measures |
| 6. Have students been informed how to use the chat appropriately? | Yes | Class teacher lessonsPreventive measures by external experts (e.g. Smiley eV.) |
| 7. Are students informed how to write proper e-mails, greetings, formal/informal? | Yes | Topic in German lessons; foreign language lessons (e.g. English and French) |
| 8. Do teachers/students use emoticons approprietly? |  | are not used |
| 9. Are cameras switched on during school and project meetings?  | Yes / No | If possible, yes, but depending on the technical possibilities of the students in distance learning / on a voluntary basis |
| 10. Can online/offline classes be recorded? | No |  |
| 11. Can students follow teachers on social media/teachers follow students? |  | Teachers are not allowed to contact students as teachers via social media, in case the teacher has a social media account students might be able to follow him/her; therefore, teachers are asked to be most cautious with their social media contacts |