**SAFE INTERNET USE SCHOOL POLICY**

Rotary Yeşiltepe Secondary School is aware of the impact of the internet and technological tools used for communication on our daily lives and believes in the importance of developing strategies to minimize risks accordingly.

Rotary Yeşiltepe Secondary School has the responsibility of providing quality internet access to increase the success of students, to support the professional work of staff and to fully perform the duties of administrative work.

Rotary Yeşiltepe Secondary School is obliged to ensure that all staff and students within the school are protected from possible risks they may encounter online.

Rotary Yeşiltepe Secondary School safe internet use policy has been prepared for students, parents, administrators, teachers and support staff.

**THE MAIN PURPOSE OF SAFE INTERNET USE SCHOOL POLICY**

* To protect and ensure the security of all students, teachers, administrators and support staff in our school online.
* To raise awareness for school administrators, teachers, students and employees about the possible risks and benefits of technology.
* To clearly define the procedures to be used when responding to known online security concerns for all those who benefit from our school.
* To ensure that in-school students, teachers, administrators and all other staff are trained and learn how to manage their privacy in order to prevent their personal information from being disclosed online.
* In particular, making students aware that if they protect their privacy online, they will reduce many of the risks posed by the internet.

**e-SAFETY PRECAUTIOS FOR STUDENTS**

* To hold seminars in classes to promote and disseminate the safe use of the internet for students.
* This issue should be given priority in lessons in order to develop applications for usage awareness.
* To raise awareness of parents about control methods and technological possibilities and to bring together experts in the field with students in order to develop and disseminate the necessary applications.
* Not sharing students' images and personal information on the internet. If students' information or images will be shared within the scope of any activity or project, to obtain permission from their parents and to act in accordance with the personal data protection law.
* To carry out awareness-raising activities for families regarding children and adolescents so that they can provide students with supervised, limited and purposeful use.

**USE OF MOBILE PHONES OR OTHER TECHNOLOGICAL COMMUNICATION DEVICES**

* Students are prohibited from bringing mobile phones to school. Students who bring a mobile phone with a parent's petition must return their phones to the school administration in a closed state to be collected after school. It is forbidden for any student to have and therefore use a mobile phone in the classroom.
* The mobile phone of a student who violates the ban on having a mobile phone in the classroom or in the school building is confiscated by the school administration for one week for the first violation, for two weeks for the second violation, and for the duration of the semester for the third violation (to be returned at the end of the period).
* Any student is not allowed to access Wi-Fi within school grounds. In other words, it is forbidden for the student to obtain the password and connect to the wireless network connection by any means. The mobile phone of a student who is found to have violated this ban will be confiscated for a week.
* Parents are informed about mobile phone use at the meeting held every year at the beginning of the academic year.
* The e-security policy will be developed by exchanging views with teachers about school security and mobile phone policy at the teachers' general assembly held three times a year (at the beginning, middle and end of education).
* Photographs and videos cannot be taken within the boundaries of the school and school grounds by persons other than those authorized by the school administration and at times other than events and programs that students' parents want to know about. This prohibition also applies if a student wants to take photos or videos of another student.
* Photos and videos taken by people appointed by the school administration can only be published on the School's official website and virtual environments with the request and written approval of the relevant student's parent.
* Photos and videos of a parent who does not give approval for his/her student will not be published.
* Login and password information for educational video conferencing services is given only to personnel.
* Phones are not used during class except in emergencies.

**SAFETY PRECAUTIONS FOR SCHOOL STAFF**

* Discretion and professional conduct are required when using school systems and devices. It has been decided that all members of staff, professionally and personally, will be provided with up-to-date and appropriate staff training on safe and responsible Internet use.
* The school should check useful online tools that staff and students should use according to their age and ability. They should make sure that the smart boards in the classrooms are not left on during breaks.
* Websites were shared with school staff, students and parents where they can get information about safe internet.

Some of these are as follows:

* gim.org.tr Safer - Internet Center
* <https://ec.europa.eu/info/index_en> - Official page of Safer Internet Center
* guvenliweb.org.tr – Awareness portal for online security issues.
* guvenlicocuk.org.tr – Game and entertainment portal for children under 13 years old.
* ihbarweb.org.tr – For illegal content, call 166 as the hotline and Report Line.
* internet.btk.gov.tr – Awareness portal on Internet and IT law