



## **BETÜL CAN ANATOLIAN HIGH SCHOOL TEACHERS ACCEPTABLE USAGE POLICY (AUP)**

1. Must have an up-to-date awareness of E-Security issues and current School E-Security Policy and practices.
2. Have read and understood the Acceptable Use Policy (AUP) of school Staff, which is available in each staff room and has a copy.
3. To report any suspected abuse of the internet, school computers, personal computers, phones, cameras or portable devices or related problems to the E-Security Coordinator.
4. The provision of digital communication with students / students (e-mail / Virtual Learning Environment / audio) should be at a professional level and should only be carried out using official school systems.
5. Ensure that E-Safety issues are included in all aspects of the curriculum and other school activities.
6. To ensure that students understand and follow the school's e-security and acceptable use policy.
7. To ensure that students understand their research skills and the need to avoid plagiarism and protect copyright regulations.
8. Monitoring ICT activity in lessons, extracurricular and extended school activities; Integrating the Cyber Security subject into the curriculum and providing informative guidance in the lessons.
9. To be aware of e-safety issues related to the use of mobile phones, cameras and hand-held devices, and to monitor their use and to enforce existing school policies regarding these devices.
10. Students should be directed to sites that are checked for their suitability for use in courses where internet use is planned in advance, and inappropriate content found in internet searches should be examined in advance and necessary adjustments should be made to prevent the student from being exposed.
11. Student privacy should be approached with sensitivity, and attention should be paid not to publish the images of students in their personal social media accounts or other internet environments in a way that reveals their identity.