

## What schools can and must do to ensure e-security

The following is a list of activities that will help schools provide their students and staff with a safe environment.

Put a tick beside those that already apply to your school.

### The school as a whole

	Rules have been established in terms of the implementation of information security and the confidentiality of information.
	A person has been appointed to take charge of e-security within the school.
	The school's computers are protected (see also <a href="http://www.arvutikaitse.ee">www.arvutikaitse.ee</a> ):
	- the system has been updated;
	- the computers have firewalls;
	- the computers have antivirus software.
	The students and teachers have been trained on e-security topics: they know how to use computers properly, training has been given at the school and there have been special classes. See also <a href="http://www.targaltinternetis.ee">www.targaltinternetis.ee</a> .

### Students

	The school creates individual accounts for students and trains them on how to use their accounts (when using computers/WiFi/the study system etc.).
	The students have been trained on issues related to the security of their accounts, such as not giving out their passwords, always logging out when they've finished using a computer etc.
	The nature of copyright has been explained to the students (see also <a href="http://www.autor.ee">www.autor.ee</a> ).
	The dangers of unlawful downloading (of music, films and games) have been explained to the students.
	The students use the school's computers for school work only (i.e. playing games on them and using them for recreational purposes is not allowed).
	There are rules within the school related to security when it comes to the use of memory sticks, smartphones, computers etc.
	The students are encouraged to talk to their teachers if they have any problems (e.g. if they see something online that bothers them). See also <a href="http://www.vihjeliin.ee">www.vihjeliin.ee</a> .
	Privacy issues have been discussed with the students, e.g. taking photos or filming videos and asking for permission to do so, publishing photos online and on social networks etc.
	Specific privacy issues have been outlined to students – the dangers of posting personal and other information online.

### Working with parents

	Parents have been informed of the e-security requirements enforced at the school.
	Parents' permission is sought to publish photos and videos of students and the work they've done on the school's website.
	Discussions have been held with parents on Internet security issues, for example they are up-to-speed on the topic of cyber-bullying (classes, training and conversation groups). See also <a href="http://www.targaltinternetis.ee">www.targaltinternetis.ee</a> .

Material sourced from <http://www.tietoturvakoulu.fi/en/index/opettajille/muistilista.html>.