



**Queen of Peace School,**  
Janesboro,  
Limerick.

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www.ourladyqueenofpeaceschool.ie

## **Internet Acceptable Usage Policy**

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smartphones and other IT resources that connect to the school's network.

This Policy applies to staff and students of Our Lady Queen of Peace School. The School reserves the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood.

The aim of the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

## **School strategy**

Our Lady Queen of Peace School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.
- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the school will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.
- Online safety training will be provided to teachers and will be taught to all students..
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- The School's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school Devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where



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that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

### **Internet**

- Internet will be used for educational purposes only
- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' internet usage
- Pupils will receive training in the area of internet safety
- Pupils will be taught to evaluate the content of internet sites
- Teachers will be made aware of internet safety issues
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis
- The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- Students will not examine, change or use another person's files, username or passwords.
- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.
- Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden

### **Email / Google Drive/ G Suite Apps**

We use G Suite for Education - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Pupils will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks and learn 21st century digital citizenship skills.

We use a special version of the core G Suite Apps to provide a secure learning intranet for our pupils and staff. Children use a Gmail login to access our system servers and the intranet and internet in school. With school Gmail and Google Docs, for example, work and emails cannot be shared with external email accounts, only with others within @olqp.ie - the school's Google domain. Google requires basic information to set up these accounts, your child's year group and name.



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Google Cloud does contain much of the electronic work that your child completes in school. By logging in at home, using the same login as at school, your child can continue working on projects started in school, often using one of the main apps of GSuite, Google Classroom.

On leaving the school, we can transfer your child's digital learning record to his/her own gmail account through the Google TakeOut system - the school does not then retain any data. This can be a wonderful souvenir of learning. Google accounts are deleted within a few weeks of a child leaving Our Lady Queen of Peace School.

Google's privacy policy for G Suite can be found here: <https://policies.google.com/privacy/update>

- When using Google Classroom and the G suite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### School Website

- The school's website address is: [www.ourladyqueenofpeace.scoilnet.ie](http://www.ourladyqueenofpeace.scoilnet.ie)
- The School's Facebook account is 'Our Lady Queen of Peace National School'
- The School uses [www.databizsolutions.ie](http://www.databizsolutions.ie) as its administration system. This system is used to send text messages to parents which can include links to information for parents.

Designated teachers will manage the publication of material on the school website. Personal pupil information, home addresses and contact details will not be published on the school website

- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such
- Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.



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- At certain times local media (radio and newspaper) come and take pictures of the children. The children will be pictured in groups. Names of children will not be published.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.

### Education

*Our Lady Queen of Peace* partakes in the webwise education programme to educate children on the safe, responsible use of the Internet ([www.webwise.ie](http://www.webwise.ie))

21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

### Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance. Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

*Our Lady Queen of Peace* has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

### Mobile Phones

Parents and students are advised that mobile phones are not allowed at school. In exceptional situations they may be permitted, however express permission must be sought from the class teacher.

- If Pupils wish to contact parents or vice versa during school hours contact should be made through the school secretary
- Incidents such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or bullying policy. The phone or device might be searched by the Senior Management team with the consent of the pupil or parent/carer. If there is suspicion that the



material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.

### **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as online platforms to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname@olqp.ie
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.

### **Online Video Meetings**

- If teachers are using Zoom or Google Meet, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom or Google Meet.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

### **Guidelines for Staff Members**

- The staff member always invites the pupils to the call and acts as host. Staff members will notify parents/guardians of the date, time and nickname/link for a video call via parent's email.
- When the link for video calls is communicated to parents / guardians via email, parental permission is implied. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- When the link for video calls is not communicated to parents / guardians via email parental permission will be acquired for a pupil to join a video call with a staff member.
- Staff members share the Meeting details with the pupils in the Class Google Classroom.
- Staff members and pupils access the meeting with their school (olqp.ie) Google account
- The staff member is always the last to leave the online meeting room to ensure that pupils cannot rejoin the room afterwards



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- The staff member will maintain a log of calls and a record of attendance, as is done in general practice
- An appropriate background/room should be chosen for the video call. The background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils when calls are taking place for both parties.
- All participants in the call should be dressed appropriately.
- Staff members will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult (parent/guardian/staff member) must be present at the meeting.
- A parent / guardian is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- All participants in the video call are expected to behave in a similar manner that would be expected in a regular class. The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- Staff members will report any concerns regarding online behaviour or interactions to school management.

### **Guidelines for Parents / Guardians**

- When the link for video calls is communicated to parents / guardians via email, parental permission is implied. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- Parental permission will be acquired for a pupil to join a video call with a staff member.
- Please ensure that your child is on time for a scheduled video call.
- An appropriate background/room should be chosen for the video call. The background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils when calls are taking place for both parties.
- A parent / guardian is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Encourage your child to listen and enjoy the experience.
- Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- Don't allow your child to bring the device into the bathroom - just as with regular school please encourage your child to use the bathroom before the video call. If there's an emergency,



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make sure your child knows how to temporarily disable the video and mute themselves and then turn everything back on again.

- Reduce distractions - please don't allow your child to introduce pets, play with toys, or wear costumes while on-screen—unless the staff member encourages it.
- Make sure that your child has had a snack and drink before the video call as they really should not be eating during the call.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction through the chat conversation thread is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the meeting and may be brought to the attention of school management.
- Under no circumstances can pictures or recordings be taken of video calls.

### **Guidelines for pupils**

- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- A parent / guardian is expected to be close by when you are engaging in a meeting.
- Do not bring your device to the toilet
  
- Be on time - set a reminder if it helps.
- Ensure that you are dressed appropriately for the video call.
- Face the screen during the video call.
- Don't sit too far away or too close to the screen. Your face and shoulders should fill most of the screen.
  
- Mute yourself when you're not speaking
- Unmute yourself when you're ready to talk
- Turn off the camera if you need to blow your nose, etc.
- No walking around when you are in a meeting
- No eating or drinking during the call.
- Pictures or recordings of the video call are not allowed.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Only use the comment / text feature when requested to do so by the teacher.
- Under no circumstances can pictures or recordings be taken of video calls.
- Enjoy! Don't forget to wave hello to everyone when you join and when you are leaving.



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### **Other Personal Devices**

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
  - Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.
  - The use of E-readers may be permitted, under the supervision of the teacher.
- All personal devices are to be turned off during school hours.

### **Legislation and regulation**

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

### **Sanctions**

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.





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Dear Parent(s)/Guardian(s),

The staff and Board of Management of Our Lady Queen of Peace School have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

## Acceptable Use Policy Permission Slip

Name of student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not

be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_