

SAINT RONAN'S SCHOOL

Pupil Computer User Agreement

Saint Ronan's provides computers and the internet to help with your learning. To keep everyone safe and make sure computers are used properly, you must understand the following:

What is ICT?

- ICT (Information and Communication Technology) includes all computers, tablets, the internet, school networks, and digital tools used for learning.
- ICT also includes personal devices if they are used at school.

Your Login and Password

- Your username and password are just for you. Do not share them with anyone.
- Never try to use someone else's login.
- If you think someone knows your password or has used your account, tell your teacher or Mr Clarke straight away.

Using the Internet

- The internet is for learning, and you must use it responsibly.
- Do not copy work from the internet and pretend it is yours (this is called plagiarism).
- Only use the internet when a teacher or staff member is supervising you.
- Some websites are blocked to keep you safe. If you see something upsetting or inappropriate, close the site and tell a teacher.
- Do not share your personal information (like your full name, address, phone number, or passwords) with anyone online.

Using Email

- Your school email is for school-related activities.
- Do not email or reply to people you don't know.
- Never send mean messages, pictures, or use rude language.
- If you receive a message that makes you feel uncomfortable or upset, tell your teacher, Pastoral Head, Mr Clarke, or Miss George.

Photos and Videos

- You may only take photos or videos using School-owned devices, unless a teacher gives you permission.
- Do not upload any photos or videos from school to websites or social media (like Facebook, Instagram, Twitter, or YouTube) – whether at school or at home.

Reporting Concerns

- If you see or experience something online that makes you feel uncomfortable or unsafe, tell a teacher immediately.
- If someone sends you an unkind or inappropriate message, do not reply—show it to a trusted adult. This could be a teacher, your form tutor, or a parent.
- If you notice someone breaking these rules, let a teacher or staff member know.

Be Sensible and Stay Safe

- Use computers wisely and follow school rules.
- The School may check your files and emails to keep everyone safe.
- If you break these rules, you may lose your computer privileges and face other consequences.

By following these rules, you help keep our computers and internet safe for everyone!