INTEGRATED COLLEGE DUNGANNON

CHARGING AND REMISSIONS POLICY

Reviewed by the Principal: February 2026

Agreed by Governors: 18th February 2026

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CHARGING AND REMISSIONS POLICY

Education in Integrated College Dungannon is provided free for all lessons and activities which are connected with the student's entitlement under the Education Reform Order 1989 directly.
The Governing Body reserves the right to make charges and to seek voluntary contributions.

1 CHARGING AND REMISSIONS GUIDELINES

Charges may be made for:

a) Educational Visits in School Hours
The board and lodging element of residential activities deemed to take place within school hours eg sports, outdoor pursuits, musical, cultural and historical visits.

b) Optional Visits and Activities
Parents will be asked to pay for the cost of optional visits and activities which are not connected with the College's formal curriculum directly, such as theatre visits and some out-of-college activities. These activities would be additional to the curriculum and should not affect the student's education required in the NI Curriculum.

c) Individual Instrumental Tuition
Tuition will commence only when fees are paid.

d) Charging in Kind
The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Technology, Home Economics, Art & Design.
The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

e) Examination Fees
Where a former student has **not** been prepared for an approved public examination by the College, the Governing Body will make a charge for the cost of entering the student for the examination, as they can for entries to non-approved examinations whether or not prepared by the College.
Where a current student is resitting an examination, this cost will be met by the student.
Where a current student fails to sit an examination, without due cause, their parents or guardians will be required to pay the full cost to the College.

f) Equipment on Loan
Where a laptop, Chromebook or other valuable piece of electronic equipment is being loaned to a student, a refundable deposit of £50 must be paid to the College in order to approve the loan agreement. This deposit is refundable on return of the loaned item and after an inspection of its condition. (See Appendix 1)

2 REMISSIONS

a) Cost of Board and Lodging
Where the parents of a student are in receipt of Income Support, Family Credit or Job Seekers Allowance, the Governing Body may remit up to the full the cost of board and lodging for any compulsory residential activity that it organises for the student if the activity is deemed to take place within College hours or where it forms part of the syllabus for an approved public examination or the Northern Ireland Curriculum.

b) Other Charges
There may be cases of family hardship which make it difficult for the students to take part in particular activities for which a charge is made. Parents may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal in consultation with the Chairperson of Governors.

3 VOLUNTARY CONTRIBUTIONS

In order to enable the College to provide educational visits, the College will appeal to parents for voluntary donations. However, students who are unable to pay, may, in certain circumstances and at the discretion of the Principal, still be permitted to participate.

4 DAMAGE TO COLLEGE PROPERTY

Where loss or damage to College property, including textbooks, occurs as a result of a student's behaviour, the College will require the parents to pay the costs of repair or replacement.

APPENDIX 1

Integrated College Dungannon
Mobile Device & IT Equipment Loan Agreement

DETAILS TO BE COMPLETED BY ICD IT COORDINATOR:

STUDENT TO WHICH THE EQUIPMENT IS LOANED

NAME:

CLASS:

HOME ADDRESS:

RESPONSIBLE PERSON (PARENT/GUARDIAN/CARER):

NAME:

ADDRESS (if different from above):

RESPONSIBLE PERSON'S EMAIL ADDRESS & CONTACT TELEPHONE NUMBER:

DEPOSIT PAID: **YES / NO** **£50 OR OTHER AMOUNT (specify):**

DATE PAID:

Please note that the College requires all Students and their Parents / Guardians / Carers to sign the "ACCEPTABLE USE POLICY' at the start of each academic year. (Appendix 2)

DETAILS OF SPECIFIC IT EQUIPMENT LOANED

IT Equipment Name:

IT Equipment Serial Number:

Condition of Equipment and description of any visible marks or defects at the time of loan:

TERMS AND CONDITIONS COVERING THE LOAN OF THE IT EQUIPMENT LOANED

Integrated College Dungannon (also referred to as ICD or the College in this Agreement) has agreed that that the identified IT Equipment detailed in this Loan Agreement will be loaned to you for educational benefit for a period initially from.....to
.....

This Loan is subject to review on a regular basis and can be withdrawn by ICD at any time. ICD also reserves the right to substitute the IT Equipment at any time if necessary.

As the Responsible Person to whom IT Equipment has been loaned, you have read and agreed to the following terms and conditions:

1. The IT Equipment remains the property of ICD and has been loaned for the sole purpose of assisting in the delivery of the College curriculum to the Named Student.

2. When the term of this Agreement ends, you as the Responsible Person will return the IT Equipment to the College Contact by a specified time and in a specified manner.

3. You should return the IT Equipment to the College Contact in the same condition as you received it excepting for reasonable wear and tear.

4. You should return the IT equipment in person so that it can be inspected by the College Contact for any visible damage. If no damage is found, the deposit paid by you will be returned to you following inspection. However, if any damage is found, the College reserves the right to use the deposit monies towards the cost of repairing the device. If such cost exceeds the amount of deposit paid, the additional cost will be charged to you.

5. Any change of home address by the Named Student must be notified to the College Contact without delay.

6. The IT Equipment and the connectivity equipment must not be used for any illegal and/or anti-social purpose.

7. The IT Equipment may be used by other family members whilst supporting the Named Student's education but must not be used for any other activities unless otherwise approved by the College. The IT Equipment must not be used by anyone else or be allowed to go out of the possession of the Responsible Person or Named Student.

8. As the Responsible Person you must ensure that:

    a. The Named Student, and any permitted family user supporting the named Student's education, treats the IT Equipment with appropriate care and the IT Equipment is maintained in good condition.

b. The IT Equipment is not left unattended without being stored securely.

c. The Named Student and any permitted family user avoid taking food and drink near the IT Equipment.

9. ICD cannot accept responsibility for the loss of work in the event of the IT Equipment malfunctioning.

10. It is the responsibility of the Named Student to back-up their work regularly.

11. You must only use software licensed, authorised or installed by the College or by ICD through C2k.

12. Anti-Virus software installed by the College through C2k must not be uninstalled.

13. There may be occasions when ICD will need the IT Equipment to be returned to the College for upgrades and maintenance. Due to these upgrades, it may be necessary to completely remove all information contained on the IT Equipment. ICD cannot be held responsible for the loss or damage of any data on the IT Equipment during this process. The IT Equipment must be returned to the College without unnecessary delay by the Responsible Person as and when requested.

14. During the upgrade and maintenance process, technical members of ICD may view data or programmes on the IT Equipment. You will be held responsible for ensuring the use of the IT Equipment is in accordance with the College's E-Safety Policy. You may want to remove personal data from the IT Equipment before its return.

15. All technical support and maintenance issues must be raised with the College Contact without unnecessary delay.

16. If the IT Equipment is stolen, you must report it to the Police and get a crime reference number immediately. You must report this to the College Contact as soon as the crime reference number is known by you.

17. If the IT Equipment is accidentally damaged, you must immediately contact the College Contact and the equipment presented for examination. You must not arrange to have repairs undertaken elsewhere. The College will do its best to repair the damage. If this is not possible, replacement will be considered on a case-by-case basis. If this damage is not the result of normal wear and tear, you will be liable to reimburse ICD for any reasonable repairs and labour costs. ICD reserves the right to use part or all of the Deposit paid towards the repair costs.

18. As the Responsible Person you must ensure that the external face of the equipment provided is not decorated or changed in any way, including affixing stickers.

19. Reasonable health and safety precautions should be taken when using the IT Equipment. The College is not responsible for any damage to person or property resulting from the IT Equipment loaned.

20. The College is not responsible for any costs resulting from the use of the IT Equipment and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the College.

21. The College is not responsible for any broadband charges incurred by the Named Student or any permitted family user of the IT Equipment accessing the internet from any site other than College premises are not chargeable to the College.

22. You will ensure that any internet access using of the IT Equipment at home is for an appropriate educational purpose.

23. All information and supporting documentation supplied by you with this Agreement will be used for the sole purpose of providing the IT equipment. Your IT Loan Agreement and related information will be held and maintained by the College in accordance with the provisions of Data Protection legislation. The data will not be passed to any other third party without your consent, except when the College is required to do so by law.

24. By accepting the IT Equipment, you are confirming that you and the Named Student have read the Terms and Conditions of Mobile Device and IT Equipment Loaned Agreement set at Appendix 1, and the College's Acceptable Use Policy on set at Appendix 2, and that you agree to it.

The College reserves the right not to replace a lost or damaged device.

I, the Responsible Person (Parent/Guardian/Carer) have read this Loan Agreement and agree to be bound by the terms and conditions set out in it.

I also confirm that the IT device is in good working order on the day it is loaned to the Named Student, and that the condition of the device at the start of the loan period matches the description given on Page 1.

Name of Responsible Person:

.....

Signature:

Date:

Appendix 2

ICT Acceptable Use - Student Agreement

The College has installed computers, laptops/Chromebooks/tablets/iPads and internet access to enhance our learning. College owned devices are the only machines from which the internet may be accessed. All other personal mobile devices cannot be used to access the internet unless under strict guidance by a member of staff and in a situation where it is being accessed to aid learning. The computer equipment, software and services provided are the property of Integrated College Dungannon. Adherence to this agreement will keep everyone safe.
This agreement should be signed by any student who shall be accessing the College computer network and for situations when personal mobile devices are being used for educational purposes under the guidance of staff. Students with Special Educational Needs and International students, who may benefit from using an electronic device for educational purposes, may be supplied with a device from the SEN/EAL department. Alternatively, an arrangement may be agreed with the student and home that they may bring their own device to College.

Adherence to the ICT Acceptable Use Policy will keep everyone safe. The following stipulations must be understood and adhered to (for College owned and Personal Devices):

- I will access only my own files on the systems with my own username and password, which I will keep secure. I will not access, copy, remove or otherwise alter any other user's files, without their express permission. Passwords must be changed every 120 days.
- I understand that any personal mobile device I bring to College, I do so at my own risk. The College is not responsible for any loss or damage to personal devices.
- I understand and agree to adhering to the 'mobile free zone' and not using any personal mobile devices across the day (mobile phones and any associated devices). All devices should be strictly off and away.
- I understand that my personal mobile devices can be used for educational purposes, only under strict guidance of staff in the classroom.
- I will ask permission from a member of staff before using the Internet/device.
- I will access only Internet sites which will not offend anyone in the College community and will not use the system to harass, insult or attack others.
- I will report any inappropriate material or messages sent to me, to a member of staff.
- I accept that cyber-bullying by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in our Safeguarding and Anti-Bullying Policies.
- I will not give any personal details, such as my home address or telephone number, to anyone over the Internet, nor arrange to meet someone who has made contact over the Internet or social media site.
- I accept that access to the Internet provided to students is through a filtered C2K service. I understand that the College may check my computer files and any email that I send or receive and monitor the Internet sites I visit. All email messages that are held by the filtering policy are accessible by the Principal.
- I realise that the College has the right to access user's data held in C2K's cloud services: for example, Office 365 and GSuite.
- I accept that any use for personal financial gain, gambling, political purpose, or advertising is forbidden.
- I will respect the copyright of materials which I might access on the College's system or the Internet.
- I accept that access to Facebook, Twitter, Dating Sites and other such unregulated online forums, by any means, is strictly forbidden.
- I will print only College related work, and I must ask the teacher in charge for permission to print.
- I will only use the email address supplied by the College for the purposes intended and the Internet for work which relates directly to College work.
- When using any ICT device in College (personal or College owned), I will adhere to the College 'e-Safety Policy' rules and the College 'ICT Acceptable Use– Student Agreement'.
- I understand that any malicious use, vandalism or any attempt to destroy hardware or software will be subject to disciplinary action.

- I will not take photographs / videos unless instructed by a member of staff.
- I accept that posting of images/movies on the internet into a public forum is strictly forbidden, without the expressed permission of a member of staff.
- I understand that posting any images/videos/content to an online public forum that will cause harm to others or bring the College into disrepute (both during College hours and outside College hours) is strictly forbidden.
- I understand that the College reserves the right to confiscate and search my ICT mobile device to ensure compliance with this 'ICT Acceptable Use– Student Agreement' and I will surrender my mobile device immediately upon request by any member of staff.
- I will not install software or apps on my mobile device whilst in College, unless it is to be used for an educational purpose and under the instruction of a staff member.
- I will not be able to charge my mobile device in College.
- If I delete items from any device that I later need to be recovered, this is not the responsibility of the College.
- If my mobile device is lost, stolen, or damaged, I will notify the College office or a member of SLT immediately.

I understand that, if I am found to be in breach of the 'ICT Acceptable Use– Student Agreement' I may be subject to but not limited to:

- *A ban, temporary or permanent, on the use of the Internet facilities at College;*
- *Confiscation of device (s);*
- *A letter informing my parents/guardians of the nature and breach of rules;*
- *Any sanction available to the College; and*
- *PSNI or other external agency being informed as necessary.*

Agreement to:

ICT Acceptable Use - Student Agreement

Student Signature

_____ _____ _____

(First name) (Last name) (Form Class)

Online Remote Learning Responsible User Agreement - Student

In the event of the requirement for 'Online Remote Learning', the following rules and expectations for students and parents/guardians are stipulated.

- I will only use online platforms for educational purposes as directed by the teacher. I will be responsible for my behaviour and actions when using remote learning technology, including the resources I access and the language I use.
- I will make sure that all my communication with students, teachers and others using online platforms is responsible and sensible.
- I will not disclose my passwords or log in information to anyone.
- I will not deliberately browse, download, upload or share material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or a parent/guardian.
- I will not record or take photos/screenshots of classmates or teachers during any prerecorded or live video/audio sessions.
- I understand that, when using applications provided by the school, my use can be monitored and logged and be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, College sanctions will be applied, and my parents/guardians may be contacted.
- I understand that Google Meet/other online platforms are an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:
  - Taking part in a Google meeting (or other online meeting platform) in an environment that is safe, quiet, and free from distractions (preferably not a bedroom).
  - Being on time for the virtual meeting and being dressed appropriately for learning.
  - Remaining attentive during sessions.

- Interacting patiently and respectfully with your teachers and peers.
- Not recording each other's online interactions.
- Complying with teacher instruction regarding video and audio connections.
- Finishing the session when your teacher instructs you to do so.

Online Remote Learning Responsible User Agreement – Parent/Guardian

- I as a parent/guardian will contact and communicate with the College through the established methods of phone, parent app, Google classroom and email if I have any questions or concerns about remote learning or other school related issues.
- I as a parent/guardian am only permitted to join student Google classrooms through the parent facility.
- I as a parent cannot engage in student Google Meet/online meet sessions. This is to ensure student and staff privacy, confidentiality and safeguarding protocols remain in place.

Agreement to: Online Remote Learning Responsible User Agreement – Student and Parent/Guardian
Parent/Guardian Signature

_____ _____
(First name) (Last name)
Student Signature

_____ _____ _____
(First name) (Last name) (Form Class)