ICT Acceptable Use Policy

St Columba College

A joint Anglican and Catholic College

Acceptable Use of ICT Resources Policy

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents and administrators.

St Columba College has established significant computing and communication resources to support these activities. These resources include:

Δ   All network services, computer equipment and software, owned, leased or used under license by the College; St Columba College is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation relating to ICT is requiring all organisations to review their internal policies and procedures to ensure compliance.

ICT resources are supplied in line with the following principles:

Δ   access to ICT is provided subject to need and availability of resources;

Δ   privacy, confidentiality and respect of the personal rights of others is maintained;

Δ   the importance of the cost-efficient use of the ICT is recognised;

Δ   users engage in ethical, legal and responsible use of ICT.

The Conditions of Use of ICT Resources have been developed to inform users of their rights, responsibilities and obligations when using ICT resources. Consistent with St Columba College policies and procedures it is requirement that all such resources are used in an ethical, legal and responsible manner.

Conditions of Use of St Columba College ICT Resources

i.   By accessing and using the ICT resources provided by St Columba College, you are agreeing to abide by this Conditions of Use of ICT Resources statement.

ii.   These conditions apply to all St Columba College ICT resources, regardless of how they are accessed.

iii.   While staff and students may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

POLICY UPDATE

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

ETHICAL, LEGAL AND RESPONSIBLE USE OF ICT RESOURCES

iv. St Columba College requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

v. Users of St Columba College ICT resources must be aware that use of these resources are subject to the full range of laws that apply to the Internet, communications and to the use of computers, as well as St Columba College policies. Such law and principles includes users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.

vi. St Columba College monitors student network activity and utilises web filtering services to restrict access to sites deemed inappropriate for educational purposes. Although our filters are updated daily, the nature of rapid creation of new Internet sites may result in a new site being accessed prior to our filter update. While this filtering restricts accidental access to these sites we aim to educate students to make wise decisions when surfing the net. Therefore at school all internet activity must be accessed through the College Network. No alternative Internet access (e.g. via a dongle, mobile phone etc) is permitted. It is the parents' responsibility to monitor internet access out of school hours.

vii. St Columba College's ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using St Columba College ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

viii. Users must not, through the use of St Columba College ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, games, videos or any other form of media.

ix. Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

SECURITY AND PRIVACY

x. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique user names and passwords, which should be kept strictly confidential at all times.

xi. **Users must protect systems, information and accounts by:**

Δ Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letters and numbers and not simply a name or date of birth);

Δ Using access to ICT resources only as authorised;

Δ Respecting the privacy and confidentiality of information that they may come across through access to the resources;

Δ Reporting any breach or prospective breach of network security to the appropriate technical personnel or the ICT Services Help Desk;

xii. **Unacceptable conduct by users which could result in a breach of security or privacy includes:**

Δ Disclosing your username and password details to another person;

Δ Disclosing other private or confidential information to unauthorised persons;

Δ Gaining unauthorised access to any systems by any means;

Δ Using St Columba College ICT resources to attack or compromise another system or network;

Δ Downloading, installing or using unauthorised software programs, including games, graphics, music, or use of unlicensed software on College ICT devices;

Δ Deliberately installing computer viruses or other malicious programs;

Δ Accessing or intercepting others' electronic communications without permission;

Δ Using video or sound recording capabilities without permission.

Δ Using any piece of ICT equipment unless supervised or authorised to do so

Δ Consuming food or drink in ICT Labs

Δ Logging-on to the College network as any other user than themselves

Δ Tampering with or damage any leads or cables associated with ICT hardware

Δ Knowingly infringing copyright regulations

Δ Conducting any unauthorised Internet search

Δ Accessing any web-based e-mail, instant messaging service or social media during the school day (e.g. Hotmail, Gmail, MSN Messenger, Facebook etc)

Δ Carelessly or deliberately wasting resources.

Δ Attempting the repair of any ICT equipment

xiii. Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St Columba College's control to prevent such instances from occurring.

xiv. Users are reminded that email should not be used to send sensitive and confidential information.

xv. Users must, however, be aware that the operation and maintenance of ICT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St Columba College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of ICT resources is required.

INTERNET ACCESS & EMAIL

xvi. The Internet is made available as a resource for staff and students. Filtering and activity monitoring software is in place across the College Curriculum network. Supervising teaching staff and ICT Department staff will set guidelines for what is considered appropriate. As a guide the Internet or email should never be used for the following purposes:

Δ To abuse, vilify, defame, harass or discriminate members of the College or wider community by virtue of sex, race, religion, national origin or other;

Δ To access, send or receive inappropriate, offensive, obscene or pornographic material;

Δ To injure the reputation of the College;

Δ To send unsolicited bulk email, impersonate another person or computer or to send or receive chain mail;

Δ To infringe the copyright or other intellectual property rights of another person; or

Δ To perform any other unlawful or inappropriate act.

xvii. On-line games, chat lines or activity requiring considerable bandwidth is not permitted.

xviii. The use of Email using only the stcolumba.sa.edu.au domain is permitted during school hours. Email received from unknown sources or carrying attachments of unknown origin or containing inappropriate material should be deleted immediately and ICT Department staff notified.

xix. The College acknowledges that student users have access to home and other off-campus personal computers. Should students engage in sending messages from these sources to the stcolumba.sa.edu. au domains, these messages will be deemed to come under the stipulations of this policy.

ADDITIONAL CONDITIONS RELATING TO SPECIFIC RESOURCES

xx. The uses of the following resources are subject to additional conditions of use, which must be read in conjunction with this document:

Δ Email;

Δ World Wide Web;

Δ Web Publishing Tools.

BREACHES OF THESE CONDITIONS OF USE

xxi. The breach of these Conditions of Use will be taken seriously and will be directed to the appropriate College Head of School and will result in disciplinary action being taken.

xxii. Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Behaviour Management Policy (students) or Code of Conduct (staff). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Student and Parent Laptop Computer Guidelines

1. EDUCATION PURPOSES

a. Students are to use their Laptop computer for educational purposes.

b. The accessing of games and other online materials not related to teachers instruction, will be deemed a breach of policy.

c. The Laptop computer comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the Laptop computer.

d. Non educational software or data should be stored on a student's private home computer.

e. The College reserves the right to carry out software, hardware and data inspections of Laptop computers at anytime.

2. STUDENT RESPONSIBILITIES

a. The Laptop computers are covered by insurance, but each student is responsible to keep their Laptop computer secure. There is an excess of $150 payable by the student for all claims.

b. Laptops are to be kept clean and free from graffiti and stickers.

c. It is the student's responsibility to recharge their Laptop computer at home each evening. There is no need to bring laptop chargers to the College.

d. Students are not to remove any identification labels from their Laptop computer.

e. While travelling to, within and from school, Laptop computers are to be carried in the protective case provided and placed in school bags.

f. Laptop computers are not to be used during recess and lunch unless in designated areas and should be in their protective case when inside the student's bag or locker.

g. The software loaded on the Laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

3. PARENT/CAREGIVER RESPONSIBILITIES

a. Ensure students fulfil their responsibilities as outlined above.

b. Supervise student use of the computer when at home including their Internet use.

c. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.

d. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 12.

4. DATA BACKUP AND SOFTWARE UPGRADING

a. Students are responsible for the backup of all data as recommended by the College.

5. USE OF THE COLLEGE WIRELESS NETWORK AND INTERNET ACCESS

a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student Laptop computers.

b. At school, the Internet is only to be accessed through the College Wireless Network.

   Δ Mobile phone hot spotting – connecting the laptop to your mobile phone for the purpose of gaining unfiltered internet access while at school is strictly forbidden.

   Δ Wired networks - Students are forbidden to plug any device into the schools wired network.

   Δ Hacking – Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.

c. The downloading of video files is not permitted.

d. Students are not to remove the virus software provided.

e. Network settings are not to be removed or altered as this could affect the Laptop computer's ability to connect to the College Wireless Network.

6. LOSS, THEFT AND REPAIRS

a. All instances of loss, damage or theft must be reported to the College ICT Support personnel and Business Manager as soon as possible.

b. All instances of loss, damage or theft are the responsibility of the student. The cost of repairs and replacement could be up to $1,000. The College - provided comprehensive insurance should cover these instances with an excess of $150 to be the responsibility of the student. It does not cover negligence, abuse or malicious damage.

c. Student Laptop computers are covered by a three year warranty. This warranty does not cover accidental/malicious damage, loss or theft. Please note, the device warranty is void if attempts are made to change hardware.

d. If a laptop is faulty or needs repair, technical support is available from the ICT Department. This should be done at the advertised times and preferably not during lesson time. A "hot swap" replacement will be provided while the machine is being repaired.

e. In the event of a software malfunction students may contact the College ICT Department for assistance. IMPORTANT FILES must be backed up prior to seeking support from the ICT Department.

7. ASSESSMENT AND HOMEWORK

a. Students are encouraged to use their Laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

8. CLASSROOM USAGE

a. Student Laptop computers are to be brought to school each day, however the use of the Laptop computers in the classroom will be at the discretion of the classroom teacher.

b. When in use, the Laptop should be placed on a table or desk, not on laps. The Laptop should not be carried around whilst the screen is open.

c. When the laptops are not being used, they should be kept either with the student or securely stored in their locker. The device must be properly powered off prior to storage to preserve battery life and to prevent heat build-up.

9. OWNERSHIP

a. Students have use of the Laptop computer whilst they are enrolled at the College. When leaving the College, students are to return the Laptop computer and accessories in good order. If the device is not in its original condition upon its return, an additional re-detail fee of $30 will apply. The Laptop remains the property of the College

10. CARING FOR YOUR LAPTOP

a. LCD SCREENS are delicate – they don't like being poked, prodded, pushed or slammed. Never pickup your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down. Remove any items likes headphones, pens and USB sticks before shutting the lid closed as these will damage the screen. It is strongly advised that all users are aware of the care required to look after the LCD screens. This is the main repair task that the school faces each year and students will be charged for this damage.

To clean your LCD screen:

Δ   Switch off your laptop

Δ   Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion

Δ   Do not directly apply water or cleaner to the screen

Δ   Avoid applying pressure to the screen

b. Always store your laptop in the carry case.

c. Try to avoid moving your laptop around when it is on.

d. You still need to be careful with the laptop while it is in the protective case. Do not drop the case and always place gently on any surface. Avoid storing items in the case with the laptop such as headphones or USB sticks.

e. Be careful when putting the laptop in the car or bus that no other items are on top of it and nothing will roll on to the laptop case

f. Laptops should be switched off before being placed into the case.

g. Avoid exposing your laptop to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration

FREQUENTLY ASKED QUESTIONS

One-to-One Laptop Program FAQ

WHAT IS A ONE-TO-ONE LAPTOP PROGRAM?

The One-to-one laptop program at St Columba College provides every student in Years 6 to 12 access to his or her own laptop computer in a wireless environment allowing students to learn at their own pace and ability levels. One-to- one initiatives have gained momentum worldwide, and are increasingly seen as a key to transforming education and better preparing students to succeed in a global society.

In the one-to-one program, students' access to a laptop and the Internet enables them to be self-directed. Students use their personal devices to do research, homework, problem-solving activities, team projects, email and academic coursework. At the same time, they gain valuable 21st Century skills that will be beneficial throughout their lives and careers.

WHEN WILL STUDENTS RECEIVE LAPTOPS?

Students will receive their laptops early in Term 1 after parents and students have completed the ICT Resources Access Consent Form. This will be handed to students in the first week of the school year.

CAN MY CHILD BRING THEIR OWN LAPTOP TO SCHOOL?

No. It is necessary for students to use the laptops issued by the College. Home devices are not enabled with the licensed software or configured to the school network and can be a source of viruses. Home devices are not licensed to use the school software. For these reasons no other laptops will be used by students on the St Columba College network.

WHO CAN I CONTACT IF I HAVE QUESTIONS ABOUT THE ICT ACCEPTABLE USE POLICIES OR LAPTOP FEE PAYMENTS?

If you have questions about the ICT policies, please contact the College Business Manager on 8254 0600.

STUDENT SAFETY AND ONLINE PRIVACY WHAT WILL THE COLLEGE DO TO HELP PREVENT STUDENTS FROM GOING TO INAPPROPRIATE SITES?

St Columba College uses filtering software that is designed to help monitor all Internet sites that students attempt to access while they are on the College network. This system blocks inappropriate sites and also logs a history of every site that has been opened. Any student who accesses inappropriate sites at the College will be disciplined. At home students will not pass through this filter. Parents are asked to supervise their children when accessing the Internet. Checking the browser history is one way of knowing which sites your child has visited.

IS THE DEVICE PASSWORD-PROTECTED?

Students will be prompted to log on each time with a password. Students are expected to keep their password confidential.

WILL STUDENTS BE ABLE TO USE THE LAPTOPS FOR INTERNET ACCESS AT HOME?

Internet access at home will not be mandatory. If parents have a home network, students may connect via Ethernet or wireless if available. Parents will be responsible for monitoring student Internet access at home because access will not pass through any filter.

WILL THERE BE CONSEQUENCES FOR INCORRECT USE OF THE COMPUTER?

Yes. Students and parents sign the ICT Acceptable Use Policy and there is an expectation for students to adhere to this policy. Consequences will apply if students misuse either their laptop computer or their Internet access. It is important for your child's development

that they learn to use digital technology provided in an appropriate manner and understand the consequences as stated in the ICT Acceptable Use Policy located in the College website: www.stcolumba.sa.edu.au

WILL CHILDREN BE SAFE CARRYING ONE-TO-ONE DEVICES?

Research has shown that insurance companies have reported very few incidents of laptop theft while students travel to and from school. Students will be specifically warned not to take the devices out in public. They are advised to carry them in the protective cover provided, which should be placed within their school bags.

WILL STUDENTS BE ABLE TO USE THEIR LAPTOPS ON SCHOOL BUSES?

No. Use of a laptop while on a bus would constitute a safety hazard and greater risk of theft.

WILL THE STUDENT FILES ON THE DEVICE BE PRIVATE?

Since the College owns the laptops, we are legally responsible for ensuring that the contents abide by the copyright laws of the country. Therefore we conduct random audits of laptops to ensure no illegal or pirated software or data is present. These illegal downloads of data including; games, music, DVDs, video clips, e-books, PDFs or software are often copied using peer-to-peer copying software such as uTorrent.

WHAT ABOUT RECHARGING THE COMPUTER DURING THE DAY?

The computers have a battery life of approximately 8 hours, and there are a number of power-saving features that activate when the laptop is working on battery power. Students will be expected to charge their laptops overnight so that they have a fully charged battery for the following school day. Students should not bring a laptop charger to the College.

CAN STUDENTS LEAVE THE COMPUTER AT SCHOOL OVERNIGHT?

No. Your child is required to take the laptop home for recharging and to be used for homework.

WHAT WILL HAPPEN IF MY CHILD'S COMPUTER CRASHES AND THEY LOSE THEIR WORK?

All students are strongly encouraged to back up all important school work to their personal storage space (U:Drive) on the College network. In the event of a system crash it is a simple matter of logging on to the network with the repaired laptop and copying the important data back onto their laptop from their U drive.

WHAT WILL STUDENTS DO WITH THEIR LAPTOPS DURING PRACTICAL LESSONS AND AFTER-SCHOOL ACTIVITIES?

Students will be responsible for the care and security of their laptop. Students will carry the laptop in a padded case with them to all classes. The size of the laptop lends itself well to securing the laptop in the student lockers on a short-term basis when securely locked. Students should not store their laptop in a car for any extended length of time. If a laptop is left in a locked car for a short period of time, it should not be visible. In these circumstances it is preferable that the laptop is locked inside the boot.

Software & Hardware

WILL STUDENTS BE ABLE TO INSTALL SOFTWARE ON THE LAPTOP?

No. Installing software on school-owned computers is a direct violation of the St Columba College ICT Acceptable use Policy. Students who violate the policy will be disciplined. All of the software necessary to integrate the laptop into the curriculum will be installed when the laptop is issued to the student. Students are able to install home printer drivers and home internet connection software if required.

WILL THE COMPUTER BE PROTECTED FROM VIRUSES?

Yes. The laptops will use the school's virus protection software (Webroot) that is updated daily.

Viruses can enter through:

1. Removable media such as USB memory sticks
2. Emails
3. The internet

TIPS

1. Do not open any files or links attached to suspicious or unknown emails.
2. Exercise caution when downloading files from the internet. Save the files to the laptops hard disk and run the virus scanner on the files before opening them.
3. Delete chain and junk emails. Do not forward or reply to any of these.
4. Never reply to spam

CAN THE STUDENT LOAD SCHOOL SOFTWARE ONTO A HOME PRIVATE LAPTOP?

No. This software is only licensed for devices supplied by St Columba College and school software cannot be supplied for student-owned laptops. This would breach our software license agreement.

WHAT HARDWARE WILL BE OFFERED?

St Columba College will be using compact, fully functional laptops which have the following features:

- Δ   3 year onsite warranty
- Δ   A standard suite of software including:
- Δ   Windows 10, Microsoft Office 2016, Adobe CS5.5 Creative Design Suite, Audacity, Movie Maker, ArcGIS9, Scratch Programming and Antivirus software
- Δ   Configured to enable reliable access to online applications, administration and teaching and learning resources
- Δ   Students will have day-to-day responsibility for the machine including their management and care, both at school and at home including fully charging the laptop at night.

DO STUDENTS NEED A PRINTER AT HOME?

Students need not own a printer since printing facilities will be available at school in specific locations. For those students who want to connect to a USB printer at home with the school laptop, many of the popular printer drivers will be preinstalled on the laptop. The College also encourages users to consider the environment before printing and determine if it is better to provide a digital copy of their work. Files can be sent to teachers in digital form.

WILL STUDENTS BE GIVEN A NEW BATTERY IF ONE FAILS?

The laptop battery will be replaced by the manufacturer for defects under the warranty agreement. Students will be responsible for charging their battery and proper battery maintenance.

CAN A STUDENT USE THEIR IPOD OR DIGITAL CAMERA WITH THE LAPTOP? CAN STUDENTS LOAD MUSIC AND PHOTOS ON THE COMPUTER?

Yes. Students may connect their iPod music player or digital camera to their issued computer. Students will also be allotted a certain amount of drive space on their laptop to load music and digital pictures they have obtained legally. Students will not be able to "back-up" their music and photos to the College network unless they are part of an academic project authorised by their teacher.

IF THERE IS A WARRANTY ISSUE, WHO WILL DELIVER THE LAPTOP TO THE SUPPLIER FOR REPAIR?

St Columba College has a service arrangement in place with suppliers to handle warranty repairs. Students will be required to return a laptop needing service or repair to the College ICT Department who will make the necessary arrangements.

Obligation Costs and Maintenance

WHAT HAPPENS IF EQUIPMENT BREAKS DOWN OR IF A STUDENT FORGETS TO BRING THEIR LAPTOP TO SCHOOL?

Although the computers selected will be robust and reliable, the reality is that sometimes things will go wrong. All laptops are covered by a three year warranty. Any hardware fault is covered under this warranty. There will be a small bank of spare laptops that will be swapped in and out of service when a computer requires repairing.

This will ensure that a student will have access to a computer at all times. The laptop must be taken to the College Technicians who will assess the issue and either reimage or exchange the laptop if it must be sent away for repair. It is important that all student work is backed up on their network home drive (U: Drive).

Home Use of Devices

THE COLLEGE MONITORS USAGE AT THE COLLEGE, BUT WHO MONITORS IT AT HOME?

When the laptop is taken off the College grounds, parents have full authority and responsibility to monitor the correct and acceptable use of the device. Examples of this include:

Δ   encourage use of the laptop in a family room and not in the bedroom unsupervised

Δ   restrict use at certain times of the evening or weekend

Δ   regularly examine the documents and other contents of the device.

HOW CAN STUDENTS ACCESS THE INTERNET FROM HOME?

A home Internet connection is not supplied by the College. There is no mandated expectation that Internet access is available at home. However, if there is an existing Internet provision at home, the College laptop can be configured for access.

WHAT HAPPENS IF MY CHILD LEAVES ST COLUMBA COLLEGE?

At the end of your child's schooling at St Columba College, the laptop computer and accessories must be returned in good order to the College IT Department. Where necessary any damage will be charged to school fees. Failure to return the laptop will be considered theft and will be referred to external authorities and may result in civil or criminal proceedings.

WHO WILL OWN THE LAPTOPS?

The laptops will be owned by the College and loaned to the student for use both at school and home. Students will be able take the machines home and use them for both personal use and school use.

CAN PARENTS PURCHASE THE LAPTOPS AT THE END OF THE PERIOD?

No. The laptops are owned by St Columba College. Students have use of the laptop computer whilst they are enrolled at the College. The returned laptops will then be utilised within the College by other students.

Insurance

The insurance policy will cover all possible outcomes. The excess will be $150. This excess will be billed to parents on the school fees if a device is confirmed stolen or accidentally damaged. The insurance excess contribution is an incentive for students/families to take care of the laptop.

WILL STUDENTS HAVE TO PURCHASE A LAPTOP BAG TO CARRY THE LAPTOP IN?

No. All laptops will be supplied with a padded laptop protector. Students should transport their laptop in this protector to protect against damage.

IF THE ACCESSORIES TO A STUDENT'S LAPTOP ARE LOST OR STOLEN, HOW MUCH WILL IT COST TO REPLACE THEM?

In the event that laptop accessories are stolen, or lost, students should report the lost items to the appropriate ICT Department. The approximate cost to replace specific accessories is: AC adapter & power cord -- $40.00; Battery -- $100.00, Protective Cover -- $45.00 and Mouse - $12.00. It is the student's responsibility to replace these items.

WHAT HAPPENS IF THE LAPTOP IS STOLEN?

If a laptop is stolen it must be immediately reported to the Police and a copy of the police statement must be delivered to the College Business Manager. The comprehensive insurance policy covers theft or loss. There will be a $150 excess in the case of lost or stolen laptops. This excess will be charged to the student's school fees.