ICT Student Printing Policy

Overall responsibility: Deputy Principal

Implementation: Director of ICT Services

Date issued: June 2026

Date for review: June 2027

Endorsed and approved by Director of ICT Services: Date: June 2026

Shared for dissemination with the Senior Leadership Team

Jason Lancaster

Principal



Contents

1. INTRODUCTION 3
2. RESPONSIBILITY 3
3. SCOPE 3
4. POLICY STATEMENT 3
5. THE PROCEDURE 3
6. REPORTING 3
7. ASSOCIATED POLICIES 3
8. APPROVAL PROCESS ..... **Error! Bookmark not defined.**
9. APPENDICES: 4
APPENDIX 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT 4/5
APPENDIX 2: DATA PROTECTION IMPACT ASSESSMENT……6/7
APPENDIX 3: COMMUNICATIONS PLAN 7

1. INTRODUCTION

Northampton College is committed to providing high quality printing facilities for students in the most cost-effective manner. A print monitoring system has been in place on classroom and Library printers for several years and the college will now use it to charge students for excessive printing. The aim is to cover the cost of additional printing, and this should result in an overall decrease in printing costs and less wastage.

2. RESPONSIBILITY

Deputy Principal
Director of ICT Services

3. SCOPE

All Students

4. POLICY STATEMENT

To monitor and control student printing to ensure compliance and sustainability.

5. THE PROCEDURE

Student printing will be monitored and controlled by an appropriate professional system.

All students will be allocated an initial allowance of £20 each academic year, no matter how many courses they sign up for.

Duplex will count the same as two single sided pages.

Students may purchase additional credits (top-ups). These top-ups will be added on payment of the appropriate fee to the staff any Digital & Academic Resource Centre on any site. Bursary students are exempt from any charges for top-ups for additional credits.
No refunds to be given if the student has added credit and not used it.

A special account will be used when taking formal exams so it will not affect the student allowance.

Exceptions can be made for special circumstances with proper justification if required (to be determined by a Vice Principal or above).

6. REPORTING

In case of student non-compliance or abuse of printing, this will be reported to respective curriculum manager.

7. ASSOCIATED POLICES

- ICT Acceptable Use Policies
- ICT Staff Print Management Policy

8. APPROVAL PROCESS

- Senior Leadership Team (SLT)

9. APPENDICES:

Appendix 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.
Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	ICT Student Printing Policy
Is it new or existing?	Existing
Department	ICT Services
Policy Author (postholder title, name)	Ashok Dave – Director of ICT Services
Author of Equality Analysis	
Date of completion	04/06/2026

Aim and Objectives
Briefly describe the aims and objectives of the policy

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (√) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			✓	
Religion and/or belief			✓	
Sex (Gender)			✓	
Gender Identity			✓	
Disability			✓	
Age			✓	
Sexual orientation			✓	
Marriage and/or civil partnership			✓	
Pregnancy and/or maternity (including surrogacy and adoption)			✓	
Other identified group (e.g. carers)			✓	

Action Planning			
How do you intend to mitigate or eliminate any	If a positive impact is identified, how do you intend to	Where negative impact has been identified, can it be	How do you intend to mitigate or eliminate any negative impact identified?

negative impact identified?	promote or develop this opportunity?	justified? If so, explain how.	

Monitor and Review	
How will you monitor the impact of your policy once it has been put into effect?	
The policy will be monitored through feedback from services users gathered via: Policy and Strategy Group	
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	Position
Mark Owen	Assistant Principal – Student Services
Margot Staunton	Director of Estates
Ashok Dave	Director of ICT Services

Equality Analysis Sign-Off Signature and Date:	04/06/2026
Review Date:	04/06/2027

Appendix 2:DATA PROECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy

- require the collection and use of data in addition that normally collected by the College?

Yes / ~~No~~ (if Yes complete Assessment point number 1)

- require the sharing of data with partners?

~~Yes~~ / No (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so, please detail:

Yes, student printing history along with their student id.

Is data collected personal and/or sensitive?

No

How will you collect, use, store and delete data?

Data is stored in a database by a bespoke software which has restricted access to authorized staff only. Data is periodically deleted.

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place.

No

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

To ensure that printing is accountable and is not abused.

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

As they are informed in the Acceptable Use Policy and the learning agreement

Describe compliance and proportionality measures, in particular:

What is your lawful basis for processing?

To ensure that printing is not abused, and that the printing policy is adhered to.

How will you ensure data quality and data minimisation?

Only necessary data is stored and deleted when not needed.

What information will you give individuals?

None

Please attach a Risk Assessment if there are significant risks to data protection.

Signed by Data Protection Officer

Name: *Julian Wood*

Date: 04/06/2026

Appendix 3: COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY:	DATE APPROVED BY
ICT Student Printing Policy	Date: 04/06/2026

AUDIENCE (select appropriate with √)					
Managers		Curriculum teams		Business Support teams	
All staff		Suppliers		Partners	
Other - Students	✓				

CHANNEL (select appropriate with √)					
Policy & Strategy Team (PST)	✓	Quality Improvement Network (QIN)		Marketing team	
Meeting		Meeting		NC Update Intranet Website	
Individual team		Suppliers		Partners	
Document Library Noticeboards Team meeting Email		e.g. Letter or email Meeting		e.g. Letter or email Meeting	
College Management Team (CMT)		JCNC		CORPORATION	
Meeting		e.g. Meeting Email		e.g. Meeting Email	

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Ashok Dave Department: ICT Services	Job title: Director of ICT Services	Date: 04/06/2026