**PRINTER USE POLICY**

This policy applies to all staff and students of Walton High School, Stafford.

**Policy Statement:**

This policy is written in response to the drive for sustainable printing resources in the light of both the school’s strategic plan and its environmental agenda.

**Student Printing Facilities:**

Each student’s print account will be tracked through the print management software. Printing credit is intended for your personal academic use only. All students’ accounts will be provided with a set amount of free credit at the beginning of each term. Students who exceed their free print credit must pay for additional print credit before the network will allow them to print. It is good practice to conserve some printing credit so that you will be able to print towards the end of the term. This is particularly important in instances when coursework or projects require significant printing. At the end of each term, any remaining free credits will be deleted at noon. At the beginning of the next term, a fresh quota of free credits will be reinstated. Any purchased credits will carry forward to the next term.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Free credit per. term | A4 Mono single sheet | A4 Mono Double Sided | A4 Colour Single Side | A4 Colour Double Sided |
| Year 13 | £2.40 | 252 | 200 (400) | 50 | 28 (56) |
| Year 12 | £2.40 | 252 | 200 (400) | 50 | 28 (56) |
| Year 11 | £1.80 | 189 | 150 (300) | 37 | 21 (42) |
| Year 10 | £1.50 | 157 | 125 (250) | 31 | 17 (34) |
| Year 9 | £1.00 | 105 | 83 (166) | 21 | 11 (22) |
| Year 8 | £1.00 | 105 | 83 (166) | 21 | 11 (22) |
| Year 7 | £1.00 | 105 | 83 (166) | 21 | 11 (22) |

***Print Credits can be purchased via our on line Parent Pay system - minimum purchase of £2.00.***

**Staff Printing Facilities:**

Each staff print account will be tracked through the print manager software. Printing credits are for the purpose of academic use only. All staff will have access to the printer network via their individual card or log on. Staff should send any documents which exceed 35 pages to the reprographics printer.

**Printing Costs:**

The cost of printing will be dependent on whether you print in monochrome or colour and which printer you use. The cost of colour printing, as opposed to monochrome, is considerably greater due to the higher cost of coloured toner. Each print sent to the printer will be debited from each holder’s print account at a rate of:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Mono single print** | **Mono double sided** | **Colour single** | **Colour Double sided** |
|  | **Repro****graphics** | **Departments** | **Repro****graphics** | **Departments** | **Repro****graphics** | **Departments** | **Repro****graphics** | **Departments** |
| A4 on white paper | .75 | .95 | 1 | 1.2 | 4.5 | 4.75 | 8.25 | 8.5 |
| A3 on white paper | 1.20 | 1.45 | 1.45 | 1.65 | 4.95 | 5.20 | 8.70 | 8.95 |
| A4 on Pastel | .85 | 1.05 | 1.10 | 1.30 | 4.5 | 4.75 | 8.35 | 8.60 |
| A4 on Deep Colour | .95 | 1.15 | 1.20 | 1.40 | 4.60 | 4.85 | 8.45 | 8.70 |

**All costs are shown as pence or parts thereof, these costs may be edited as necessary.**

All printers are set to produce double-sided copies (duplex) by default. This makes the cost of printing considerably cheaper than printing on one side only. Printing on card will incur additional charges.

Departments will be charged each month for printing work. A report will be issued to each Head of Department informing them of this charge. Further details concerning the charge will be provided by the IT Technician.

**Printing Restrictions:**

* Print jobs exceeding 35 pages should be printed by our Reprographics department to support efficiency of cost, efficient use of the network machines and utilising staff effectively.
* All unprinted jobs will be deleted after 24 hours.

**Purchasing of Print Credits:**

Print Credits can be purchased via our on line Parent Pay system - minimum purchase of £2.00.

Once this has been made our finance staff will instruct the IT department to increase the student’s printing account.

**How to Reduce Printing:**

* Use web browser bookmarks to save material you are interested in.
* Use the print preview feature of applications to check the layout of documents.
* Use Adobe print whenever possible.
* Only print documents when you are satisfied with the final result.
* Only print the page(s) that you have corrected.
* Reduce two or more A4 documents to print to one A4 page.
* Format your documents according to the default A4 size paper.
* Never print full colour power point slides.
* Check how many pages an Internet document contains before you print it.

**Summary for Students:**

This summary has been designed to provide you with key facts about the Printer Use Policy.

* Printer credit is intended for your personal use only.
* You will be provided with a set amount of free credit at the beginning of each term, this will vary depending on your year group.
* You will have to pay for any printing once you have exceeded your free credit.
* Additional print credits can be purchased via Parent Pay online system – contact the finance office if you have a query.
* Printing double sided will cost less – the system default is set to double sided
* Printing in colour will cost more than printing in monochrome.
* Printing on card or coloured paper will cost more as it is more expensive to purchase.
* Print jobs exceeding 35 pages should be taken to the Reprographics department.
* Only send documents to the printer once – you do have the option to delete them at the printer if you fail to do this.
* If there is a fault with the printer, do not try and fix it yourself.

**Printing Advice:**

* Only print out documents that need printing.
* Rather than printing information from websites, bookmark them for further use.
* When printing from the Internet, only print out the information you require.
* Before printing, check you are happy with the layout of the document using the print preview feature.
* Check that the final page of the document does not contain a few lines that could be included on the previous page.
* If you have to correct anything in a document, rather than print the whole document again, just print the corrected page.
* Never print full Power-Point slides.

**Acknowledgement of Printer Policy**

Every individual who logs onto the school network will have to accept the school’s authorised user policy (AUP) which includes this printer policy.