



# WALTON HIGH SCHOOL

*Proud to be part of Walton Multi Academy Trust*



## STUDENT PRINTER USE POLICY

Reviewed by Governors:	January 2025
To be reviewed:	January 2028
Leadership link person:	Mr M Phillips

*Walton Multi Academy Trust refers to all schools within the Trust.*

*When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.*

## **PRINTER USE POLICY**

This policy applies to students and students of Walton High School.

### **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 exhaust their free print credit allowance 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.

<b>Year</b>	<b>Free credit per term</b>
Year 13	£2.40
Year 12	£2.40
Year 11	£1.80
Year 10	£1.50
Year 9	£1.00
Year 8	£1.00
Year 7	£1.00

Cost per copy per A4 Mono single sheet is 1p

Cost per copy per A4 Colour single sheet is 4p

### **Printing Costs:**

The cost of printing will be dependent on whether you print in mono or colour and which printer you use. The cost of colour printing is considerably greater due to the higher cost of coloured toner

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.

### **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.

### **How to Reduce Printing Costs:**

- 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.
- 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.

**Review of Policy:**

This Policy will be reviewed at least annually in line with the Charges and Remissions Policy and may be reviewed in response to increases in the cost of materials.