

Printer Use Policy

This policy applies to all staff and students of Cardinal Allen Catholic High School, Fleetwood.

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 as a Gold Level Eco School. Printers represent the second highest IT equipment expenditure, after desktop PCs, and are yet often the least considered purchase. The use of printing in the school has increased sharply and has made charging for printing necessary.

The fundamental message in this policy is: "Don't print or copy unless you really have to!"

Student Printing Facilities

Each student's print account will be tracked through the print manager software "Pcounter". Printing credit is intended for your personal academic use only. All student 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 a 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 the 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.

Year	A4 Mono double-sided prints per year	A4 Colour double-sided prints per year	Free credit per term
Year 11	520	104	£2.60
Year 10	200	40	£1.00
Year 9	120	24	£0.60
Year 8	120	24	£0.60
Year 7	120	24	£0.60

Staff Printing Facilities

Each staff print account will be tracked through the print manager software "Pcounter". Printing credits are unlimited for the purpose of academic use only. Staff printing can also be controlled by means of credits if requested. In this instance, purchasing of additional credits will have to be authorised by the budget holder. All staff members will normally be connected to the nearest available networked printer by default. Staff must send any documents that exceed 35 pages to the reprographics printer.

Printing Costs

The cost of printing will be dependent on whether you print in monochrome or full 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 and the need for four separate colour cartridges. Each print sent to the printer will be debited from each holder's print account at a rate of:

Print Type	Networked Printers	Reprographics Printer
A4 Mono single-sided prints	2p	1p
A4 Mono double-sided prints	1.5p	0.75p
A4 Colour single-sided prints	10p	5p
A4 Colour double-sided prints	7.5p	3.75p
A3 Mono single-sided prints	4p	2p
A3 Mono double-sided prints	3p	1.5p
A3 Colour single-sided prints	12p	6p
A3 Colour double-sided prints	9p	4.5p

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 or coloured paper will incur additional charges.

Printing Restrictions

- Print jobs exceeding 35 pages will be automatically deleted from networked printers.
- All unprinted jobs will be deleted after 24 hours.

Purchasing Print Credit

Print credits can be purchased from a member of the office team. A minimum of £0.50 and maximum of £2.00 credit can be purchased at once. Heads of Departments have the authority to grant special printing requests however but this will be at cost to the department.

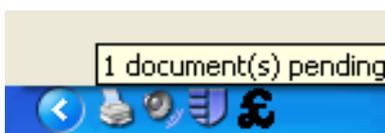
Checking Print Credit Balance

Hover over the '£' symbol at the bottom right hand side of the screen (the system tray or notification area). The tooltip will then display the balance of your print account and the value of any remaining free print credits or free quota.



Checking the Print Queue

The print queue displays information about documents that are waiting to print. To open the print queue, double-click the printer icon at the bottom right hand side of the screen (the system tray or notification area).





Printing a Document Single-Sided

1. In your document, click on **File** (Windows button in top, left-hand corner)
2. Click on **Print**
3. In the print window, check the required printer has been selected
4. Click on the properties button to the right of the printer selection
5. On the My Tab of that window, click on the arrow of the drop-down box under Print Type and select "1-Sided"
6. Click on Ok and you will be returned to the Print menu

Printing in Auto Colour

1. In your document, click on File (Windows button in top, left-hand corner)
2. Click on Print
3. In the print window, check the required printer has been selected
4. Click on the properties button to the right of the printer selection
5. On the My Tab of that window, click on the arrow of the drop-down box under Select Color and select "Auto Color"
6. Click on Ok and you will be returned to the Print menu

Printing on A3 Paper

Some printers have the ability to print in A3 as well as A4.

1. In your document, click on File (Windows button in top, left-hand corner)
2. Click on Print
3. In the print window, check the required printer has been selected
4. Click on the properties button to the right of the printer selection
5. On the My Tab of that window, click on the arrow of the drop-down box under Paper Size and select "A3"
6. Click on Ok and you will be returned to the Print menu

Please consult the ICT support team if you want to print on anything other than plain A4 or A3 paper.

Ink/Toner Replacements

Please contact the ICT support team, providing them with the details of the printer the location and the requirements.

Printer Fault

If there is a fault with a printer, do not try and fix it yourself. Ask a member of staff to contact the ICT support team advising them of the location of the printer and any other information you have.

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.
- 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 on 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.



A Summary for Students

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

- Printing 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 from the main office.
- Printing double-sided will cost less.
- Printing in colour will cost more than printing in monochrome.
- Printing on card or coloured paper will cost more as this is more expensive to buy.
- Print jobs exceeding 35 pages will be automatically deleted.
- Only send documents to the printer once.
- If there is fault with a 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 any thing in a document, rather than print the whole document again, just print the corrected page.
- Never print full colour PowerPoint slides.

Acknowledgment of Printer Policy

Electronic Signature

A brief **summary** of the **policy for students** is set out on the previous page. By students agreeing to the summary policy document, they are also agreeing to the full terms as set out in the full policy.

Please indicate your acceptance of these terms and conditions by clicking on the **"I Accept"** button located in the action column in the policy console. If you do not agree to all these terms, select the **"I Decline"** button followed a reason why.

