

St Louis Grammar School

Networked Printers and Photocopiers Policy

2024-2025

Date of Policy: September 2024

Last Reviewed: September 2023

Reviewed by: Mr T. Brown

Date of Review: September 2025

Networked Printers / Photocopiers

- The Business Manager will maintain an annual budget allocation to manage the provision of paper and ink for networked printers¹ to negate the need for teachers to provide paper for printing in the ICT suites or when using other networked printers or photocopiers. The location of networked printers can be seen in the appendix.
- All ink cartridges will be purchased by the ICT technician with approval from the Business Manager. The ICT technician will monitor ink and paper levels and will maintain stocks to ensure that they do not run out. The ICT technician will liaise with the Business Manager to order to ink and paper.
- Teaching and support staff (known as staff from this point) and pupils will be charged for printing to networked printers or photocopiers through the printing credit system.
- Access to networked printers will be controlled by the ICT Technician in consultation with the Director of ICT. Remote access to networked printers by staff will be granted for the nearest black and white networked printer on request.
- Access to colour networked printers or the networked photocopiers will be granted on an individual basis by making a request to the Director of ICT.
- The Director of ICT will set the printing credit charge for each networked printer on an annual basis in consultation with the Business Manager.
- The cost of printing paper will be set annually by the Business Manager prior to the annual requisition process.
- Only the Director of ICT and ICT technician have the required access to adjust printing credit totals on Papercut.

Networked Photocopiers

- The Business manager will also supply paper for **networked photocopiers**², though this **does not** include the networked photocopier in resources. Paper for this photocopier will be supplied through departmental photocopying requisition.
- Ink for all networked photocopiers will be supplied as part of the click charge by the leasing company.
- The cost of photocopying paper will be set annually by the Business Manager.

¹ Paper for Networked printers in the Principals' office, the Vice Principals' office, and the general office will be ordered and maintained by the Principals' secretary

²There are currently three networked photocopiers. One is located in the Technology store and the other in the resources room.

- Pupils will print to the nearest networked printer automatically **except** when working in the Technology department where they will print to the colour photocopier.
- The School Business Manager (SBM) will monitor the printing credits system and investigate any anomalies. Student wishing further printing credits will go to the SBM who will in turn approve the allocation so that credit can be added onto their account.
- Students who go over their allocation can purchase additional print credits from the SBM during break times. Pupils must be encouraged to be proactive in purchasing print credits before they run out.
- Students may purchase additional printing funds by purchasing printing pages in bundles of 100 = £2.00. These can be purchased from the SBM who will keep an account of money paid by pupils including the date purchased and amount. The SBM will inform the IT technician when a pupil has bought additional credits.
- The students in particular need to be very mindful of printing unnecessary work in colour – prints should be ‘print previewed’ before printing and colour printing should be for final versions of work only, not for drafts.
- Teachers who go over their print credit limit will have to apply for additional credits from the SBM who will maintain a record of requests. The individual department may be charged.
- Stand alone printers are funded from curriculum budgets and do not have a limit on printing and ink. It is up to the individual teacher to supply ink and paper for these from their own departmental budget – as a result it is up to the individual teacher and department to decide how much they want to spend on printing from their own printer. Heads of Year with stand alone printers will fund these through the pastoral budget.
- The printing credit allocation for staff and pupils will be reviewed on an annual basis by the Principal / Business Manager / Director of ICT following discussion with the Department Heads. There is sound economic and environmental considerations behind limiting the allocation of printing credits.

The Do’s and Don’ts of printing to networked printers and photocopiers

- Staff will use their own printing credits to print out to networked printers for runs of no more than 10 pages. This will help to reduce whole school ink and paper costs and will be helpful to the environment.
- If larger quantities are needed staff must print out one copy on a networked printer and then use the photocopier to produce the remaining copies.
- Staff will not use the networked photocopiers for printing without prior permission.
- Staff may use colour networked printers and photocopiers to prepare displays for the open day though this must be done within their printing credit allocation.

- Staff will monitor pupil use of networked printers at all times to guard against excessive printing.
- Staff will not allow pupils to print out their work using a staff account.
- Staff should not have to use their printing credits to print pupils work.
- Pupils will not allow other pupils to use their printing credit allocation. If this is discovered by a teacher then the Director of ICT must be informed. Such pupils will have their printing credit allocation reduced.
- **Pupils should not print past papers or booklets to networked printers.** Staff should supply copies of such materials by photocopying one original as well as store the materials on the VLE. Where necessary staff may charge for the production of such materials in consultation with their line manager or the Principal.

Networked Printers

Printer	Location	Type	Printing Credit Charge
HP4250-M003	Room 35A	B & W Duplex	2
HP3005-M002	Room 34	B & W Duplex	2
HP4200-M003	Language Resources	B & W	2
HP4600-M001	Room 33	Colour	2
HP4700-M001	VP Office	Colour	2
HP4600-M002	Principal's Office	Colour	2
HP4250-M001	Room 21 (Biology)	B & W	2
HP4200-M004	Room 31 (Maths)	B & W	2
HP4015-M001	General Office	B & W	2
HP4015-M002	Study Room	B & W	2
HP4200-M002	Careers Room	B & W	2
HP4200-M001	Library	B & W	2
HP4015-M003	Room 71	B & W	2
HP4015-M004	Room C3 (Bus. Studies)	B & W	2

Networked Photocopiers

Photocopier	Location	Type	Printing Credit Charge
MP 9002	Resources	B & W Duplex	2
MP C6502	Technology Technicians Room	Colour Duplex	2
MP2000	Bursar's (Velvyn)	B & W Duplex	2
MP C5503	Science Block	Colour Duplex	2
MP C2800	General Office	B & W	2