

# **ST. DAVID'S HIGH SCHOOL School's Print Procedure**

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## **Printing Procedure**

### **Purpose**

St David's High School strives to provide quality and cost-effective print, copy and scan services to meet the needs of the staff, faculties, and pupils

This policy sets the guidelines on the best use of printing devices in order to demonstrate environmental and economic responsibility by reducing the number of personal printing devices on site, reducing the amount of energy consumed and the amount of paper/ other print consumables produced.

## **Scope**

This procedure applies to all pupils, faculty and staff:

Whenever possible, printing should be discouraged in favour of working from displayed images.

If bulk printing is required, Resources is to be utilized where ever possible as this is the more cost-effective option.

Personal Printers and supplies will be minimised.

## **Defaults and other Sustainable Print Practices**

**Double-sided Printing:** The default setting for all network printing devices will be double-sided.

**Alternatives to Printing:** Staff are encouraged to consider substituting digital formats (Google etc.) for standard paper course packets as feasible. Departments are encouraged to consider electronic vs. paper submission for class assignments as feasible.

**Printing Multiple Copies:** Do not print multiple copies of the same document on a desktop printer. A desktop printer is not a copier and costs far more per page to use in this manner. Desktop printers should only be used for small range printing requirements.

**Used Cartridges:** Return all used toner cartridges to Resources to be recycled as part of the school's sustainability initiative.

**Colour copying:** Colour should only be used where strictly required, the copy is classes as 'colour' regardless of whether a full colour page or just a small colour logo or strapline is printed, therefore the cost will also reflect this.

## **Resources**

The Resources Department is there to support high volume, multiple copy printing and provide specialist finishing facilities.

Printing requests should be sent through electronically where possible in a PDF or other printable format.

The department is happy to help with any job, however small, but should be particularly used for the following:

All mono or colour jobs over 100 sheets.

All print jobs requiring specialist finishing.

All print jobs requiring inserts.

It should be noted that, because the Resource Dept has the best quality equipment, they will also produce the best quality output and the most professionally finished documents at the most cost- effective price.

## **Cost Effective Printing Practices**

**Match the quality of the paper with the quality of the document.** Paper comes in a variety of grades ranging from 60gsm to 160gsm. While 60gsm paper will not produce results of the same clarity as higher- grade paper, it is perfectly adequate for most everyday printing in schools and is a great deal cheaper to buy. Switching from 60gsm from 100gsm could save up to 47% in paper costs.

**Control Printing Access:** Setting up individual user profiles is a sensible idea if you want to save money. Limits can be placed on the amount an individual or group can print. Teachers can also keep an eye on pupil's printing activity by enabling and disabling printer access to certain classrooms and/ or individuals.

**Always check Print Preview First:** Print preview is an effective and often underused, money saving tool. It shows you exactly how a document will look when it's printed and saves printing out things that don't fit the page, or blank pages from a website unnecessarily!

**Print multiple pages per sheet:** Most software packages have a setting that enables you to fit two or even four pages of text onto one sheet of paper. Activating this setting can double your print economy while still being legible. If you need to print off PowerPoint slides as course material, select to print them as Handouts instead of Slides. This automatically prints six slides per page instead of one. This can result in as much as a 92% saving in paper usage.

**Reduce Font Size:** This is a simple way of saving the school money as naturally the smaller the font, the less paper and ink it will consume. Some fonts due to their thickness consume more ink and paper than others. The most economical font is Times New Roman, which on average produces 44% more prints from an ink cartridge than Verdana.

**Print in Draft Mode:** Setting your printer to Draft as the default setting will drastically reduce your ink consumption without reducing the appearance of basic documents too much.

## **Budget Management**

Directors of Learning will be expected to monitor the printing/ resources costs as part of their capitation.

The costing and budget information will be provided to DoL's on a monthly basis, and all costing queries should be addresses within a two-month window in which requisition forms will be held for review.

Individual DoL's can either set up limits for staff within their department, or can request that all tasks be referred to them for authorization prior to printing.

The Departmental preference should be shared with Sue Shepard and Tracy Peers for administration purposes.

## **Future Development**

### **Managed Print Service (MPS)**

As part of the school's sustainability objectives, to save cost on printing and copying a managed print environment will be implemented. This will allow networked multifunctional devices to be utilized

An MPS can actually reduce printing costs, as most offer packages of a set rate per page printed, which includes the hire of printers, ink and toner and maintenance and labour costs.

The MFD's (Multifunctional devices) will provide the school with several benefits:

**Greater user flexibility-** a user can release a print job from any desired device on site.

**Better managed services-** a network managed environment assures the right devices in the right location to meet user needs and can provide detailed usage reports.

**Sustainability-** The MFD's are energy efficient devices that reduce the school's carbon footprint. Jobs are only printed when the user releases them, so if a mistake or change occurs, paper is not wasted.

**Economical-** The MFD's are more cost efficient and both supplies and maintenance services are included as part of the package. Maximising use of these devices allows leveraging this arrangement to achieve volume pricing that can further reduce printing costs.

**Privacy-** the MDF's print jobs only when the user releases them, so confidential documents are not forgotten and left sitting on open printers.

### **Modifications**

The purchase or lease of copiers, printers and scanners will be handled by request through the IT Director of Learning or the School Business Manager. No individual or department is authorized to purchase or lease these devices.

Requests for additional or replacement equipment should be made either to the IT Director of Learning or the School Business Manager.

Personal printers will no longer be purchased or supported on site. In departments where these printers already exist, they will be removed when they stop working and ideally should be returned to Resources in favour of using leased MFD's.