Printer usage policy

TEMPLATE

WHO THIS COVERS

This policy covers every printer and copier owned or leased by _____, and everyone who uses one: staff, _____ and visitors. The copy room's own rules are in the copy room policy.

It is owned by _____ and reviewed every _____.

WHICH PRINTER TO USE

Class sets, tests and anything over _____ copies go to the copy room, not to an office or classroom printer.

Students may print at _____ only. Office printers in _____ are for staff.

Print to the printer nearest to you, and collect your pages straight away.

COLOUR AND PAPER

Everything prints in black and white and double-sided unless it needs otherwise. Colour is for _____.

Print a single copy to check a long job before printing the rest.

Cardstock, labels, 11x17 and coloured paper are kept by _____; ask before loading them in a shared printer.

CONFIDENTIAL PAGES

Anything with student or staff information, and every test before it is given, is collected from the printer as soon as it prints, never left in a tray or on a shelf.

Spoiled or spare copies of confidential pages go in _____, not the recycling.

BUDGETS AND PERSONAL PRINTING

Printing is paid for by _____. Each department's printing counts against _____.

Personal printing is _____.

FAULTS AND SUPPLIES

Report a jam you cannot clear, a fault message or low toner to _____. Do not open panels that need a tool, or call the copier company yourself.

Toner, staples and paper for shared printers come from _____.

NEW PRINTERS AND MOVES

A new printer, a second one in a room or a move is asked for through _____ and approved by _____. Printers bought by a department without asking are not connected to the network.

BEFORE YOU PUBLISH IT

- [ ] Fill in every blank; a rule with a blank in it is not a rule.
- [ ] Agree the colour and budget lines with the business office, and the student printing line with IT.
- [ ] Check each printer named in it is still where the policy says.
- [ ] Share it with all staff at the start of the year, and put the who to tell line on each shared printer.
- [ ] Note the date and who agreed it at the bottom.

Free to copy, change and share.