

## PRINTERS & COPIERS / COPYING

1. All Teachers have a limit of colour and black/white copies per year. Use this quota wisely. The amount reduces by the cost per page of copying (i.e back to back printing is 2 pages) 15c for colour and 3c for B/W
2. Print/copy jobs will be recorded against your name.
3. You will have your own PIN. (Do not give or share this with **anyone**).
4. Quota is issued annually at the beginning of each year. Only quota's paid for by staff (top ups) will be carried over. Staff must inform the office of the amount to be carried over. Quota's used up during the year must be topped by staff at the office (at your cost).
5. Collect the printed work yourself in your own time as you will need to put in your special PIN to collect your work.
6. Students are prohibited from using printers/copiers.
7. Printing work stored on the printer for longer than 48 hours will be automatically deleted.
8. The printer driver will be installed on only **one** designated device at your choosing.
9. A special quota will be given to Senior Teachers for official work.
10. Copyright laws must be adhered to at all times (see Copyright Act)
11. Office photocopier is only to be used by office personnel, Principal, Vice Principal and Deputy Principals.
12. A copying service will be available to staff at 10c copy for personal use. (See Resource Manager).
13. Class Newsletters and larger run items can be done by the office staff. A "Required Assistance" form must be filled in and deposited in box by main office for approval.
14. Large runs (30+) must be done by Office staff on Risograph Machine.
15. NB - do not turn photocopier off at the wall plug or attempt to repair it yourself.
16. If any problem occurs while using the machine seek assistance from the office staff. Please report any breakages to office staff or Repairs immediately.

*N.B*

\* This amount will be reviewed annually and updated to keep up with need and responsibility.

**\*\*Printers in your own rooms will now be your own responsibility. Supply your own toner/ink. Broken printers will not be repaired by IT support.**