

Printer Policy

Background

The Educational Technology Committee feels that in order to continue the growth that has been made within the area of technology in WCCS, every member of the faculty and staff should have access to a shared network printer in a location near their room.

The preferred method of printing classroom copies is to use the network, digital printers/copiers for cost effectiveness energy consciousness. A concerted effort has been made to provide ongoing training to staff on the use of these printers. An accounting of printer useage per person is reviewed monthly as limits have been set for staff.

Due to different printer needs in the different schools, printers were allocated based on those needs. We took into account how much and where students, teachers, and staff print. There may be exceptions based on needs and these guidelines will be reviewed annually. Any remaining classroom color inkjet printers will be removed except for some offices and the art department. The district has begun to realize a savings on printer cartridges and paper useage

The Technology Committee has instituted an Equipment 7-Year Replacement Plan which includes the purchase of one network laser printer per year. Administrative offices are responsible for their own printer purchases. Staff members are not permitted to bring in their own printing equipment to hook up to district computers.