

TITLE: STUDENT PRINTING POLICY

APPROVED: April 2, 2012

REVIEWED:

NEXT REVIEW: 2015-2016

RESPONSIBILITY: Director, Information Technology

APPENDICES:

CROSS-REFERENCE:

POLICY STATEMENT:

Effective September 2012, in order to reduce our impact on the environment, the College will no longer provide unlimited free student printing on campus. The rationale for the introduction of this policy, as proposed by the Environment Committee, is that when someone is personally responsible for paying for printing costs, the volume of their printing is substantially reduced. Reducing the paper consumption will reduce GPRC's overall impact on the environment.

PURPOSE:

The College community is consuming a considerable volume of paper and ink on avoidable printing. By making each student responsible for covering the costs of their own excessive printing, the volume of avoidable printing should be reduced considerably.

SCOPE:

This policy applies to all students who are provided personal accounts to log into College computers in a computer lab. Generally, this includes students enrolled in credit courses, apprenticeship programs, and ESL programs. It includes full-time as well as part-time students.

DEFINITIONS:

Page: One page of a document, as represented in a word document, or in a print preview screen.

Sheet: One piece of paper. Printing in duplex mode will print 2 pages on each sheet.

GUIDELINES/PRINCIPLES :

1. Student printing is charged at a cost of \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). Equivalently, printing is charged at \$0.10 per page, with a 50% discount when printing double-sided.
2. Each student will have a printing account established with a credit balance at the beginning of each course. For credit courses, students will receive a credit equivalent to \$1.00 per credit of courses that they are enrolled in. For non-credit courses (ie: Apprenticeship), students will receive a credit equivalent to \$1.00 per week of study.
 - 2.1 Due to the production-based nature of the Office Administration program, students enrolled in the Office Administration program will receive a credit of \$3.00 per credit for courses that they are enrolled in.

Example Scenarios:

- A part-time credit student, enrolled in one standard 3 credit course will entitle the student to \$3.00 worth of free printing (equivalent to 30 sheets, or 60 double-sided pages).
 - A full-time credit student, enrolled in five 3 credit courses, will receive \$15.00 worth of free printing (equivalent to 150 sheets (or 300 double-sided pages) per semester.
 - An apprenticeship student, enrolled in an 8 week program, will receive \$8.00 worth of free printing (equivalent to 80 sheets (or 160 double-sided pages).
3. Students may add to their printing balance at any time by purchasing additional credits online using a credit card, or by purchasing additional credits at the Library, the Cashier's Office, the Bookstore, or at Student Services (Grande Prairie Campus only).
 4. Any credit that remains in a student's account will carry forward through the student's studies at GPRC. Any break in a student's academic studies (e.g. taking a semester off) may result in the loss of their existing balance.
 5. Students will be shown their remaining balance before approving each print job. If their balance is insufficient for the number of pages they are requesting to print, they will need to purchase additional credit before being permitted to submit the print job. It is the student's responsibility to manage their available credit to ensure they have enough to print any required assignments. To determine how many copies have been printed, students can view their print activity summary online.
 6. It is the responsibility of each academic department to ensure that their students are not required to print more than the amount provided by this policy. If the requirements of the program are such that additional printing cannot be avoided, it is the responsibility of the department to ensure that their students are aware of this policy, and that additional charges for printing should be expected.