# CISD Printing Policy

## 1. Introduction

CISD at PIEAS purchases, installs, monitors, and supports public site printers and printing software. Paper and toner are provided by CISD for some public sites. The public site and classroom printers are primarily for student and faculty use.

## 2. Purpose

This policy:

**a.** Promotes the responsible and ethical use of printers, printing software, or printing supplies.

**b.** Defines the rights, responsibilities, and standards of conduct for PIEAS, its faculty, staff, students, and other authorized users.

**c.** Explains the appropriate procedures for enforcing any and all misuse of the Institute's printers, printing software, or printing supplies and outlines appropriate disciplinary procedures for violating this policy.

## Responsibilities

All users of PIEAS printing resources are responsible for being aware of and complying with this policy. Not being aware of any part of this policy does not excuse one from being responsible for its contents.

a. CISD at PIEAS is responsible for:

**i.** Acting as a responsible steward of Institute resources as it relates to printers, printing software, and printing supplies.

**ii.** Leading, or taking part in, initiatives that promote sustainable practices such as decreasing printing or reducing waste.

**iii.** Setting printing standards, limits, allowances, or pricing.

**iv.** Evaluating, selecting, installing, monitoring, maintaining, and replacing on a reasonable refresh cycle any printers, printing software, or printing supplies.

**v.** Maintaining user accountability requirements including user identification and authentication, account administration, and password integrity.

vi. Developing and implementing security policies and standards.

vii. Ensuring that printer supplies are replenished.

viii. Recycling or re-using any unclaimed printouts or paper.

b. All members of the PIEAS community who utilize public site printing are responsible for:

i. Acting in a responsible, ethical, and legal manner in the use of printers, printing software, or printing supplies (including copyright law). This use implies consent with any and all applicable institute policies and regulations.

ii. Refraining from using printers, printing software, or printing supplies for administrative or departmental use, or any other use that does not conform to PIEAS educational mission.

iii. Using public site printers, printing software, or printing supplies for legitimate printing associated with PIEAS educational mission (students) and/or in-class course support (faculty).

iv. Avoiding any unauthorized usage of printers, printing software, or printing supplies. This includes, but is not limited to, the transmission of abusive or threatening material or using printers, printing software, or printing supplies in violation of applicable license agreements.

v. Damaging or stealing printers, printing software, printing supplies, or any related technology.

vi. Performing any acts which are wasteful or monopolize printing resources including printing unnecessary output or printing multiple copies of documents such as resumes, theses, or dissertations except privileged under the rules.

vii. Using only Lehigh-supplied printing resources. No printing of transparencies, labels, or special papers (large format, irregular thickness, etc.) that may inadvertently damage the printers.

## 4. Compliance

If any computer system or facility is threatened, the computer systems and facilities may be monitored and user files may be examined under the direction of the Office of Rector, Pro-Rector, Deans, Heads of Departments/Divisions. In addition, the Institute will comply with all governmental and law enforcement subpoenas, warrants, or orders requiring the examination of user files. This may occur if:

i. There is reasonable cause that a user has violated this policy.
ii. A user or an account appears to be engaged in unusual activity.

    iii.    It is necessary to protect the integrity, security, or functionality of PIEAS' technology resources.

    iv.    It is necessary to protect PIEAS from liability.

    v.    e. It is required by law.

## 5. Enforcement and Disciplinary Procedures

Any user who violates any part of this policy may be subject to the following:

    i.    Suspension or revocation of the user's computer account and/or suspension or revocation of access to the Institute's computational and technology resources.

    ii.    Disciplinary action as described in Lehigh University's Student Handbook.

    iii.    Civil or criminal prosecution under federal and/or state law.

## 6. Printing Policy

### General

    i.    Users will be billed for printing via their user account.

    ii.    Users are asked to print 2 sided but are not required to.

    iii.    Printing inappropriate material, as outlined in the Acceptable Use Policy, is strictly prohibited.

    iv.    Mass production of club flyers, newsletters, posters, is strictly prohibited. If multiple copies are desired users need to go to an appropriate copying facility.

    v.    If the print job is low quality (streaks, ghosting, uneven toner) or the print job comes out garbled, the user may take the following steps to get credited for the print job. Staff members cannot issue printing credit.

- Fill out a Printing Credit Request Form within 24 hours of the printout. Forms are available from the staff member on duty.
- Attach the complete print job.
- Turn it into a staff member at CISD.

### Black and White Printers

    i.    **Transparencies:** Overhead transparency sheets may be used in the facility's Black and White printers, but it is the user's responsibility to provide the packaging to prove that their transparencies are compatible with our printers.

    ii.    **Special Paper:** Users may provide their own special paper, but it must be approved by CISD before printing on it.

### Color Printers

    i.    Contact a staff member when using the Color Printers or Color Transparencies.

    ii.    Only files with color should be sent to the color printer, a staff member will delete other items

iii. Print Jobs that have been waiting in the color queue longer than 30 mins will be removed from the queue.

iv. Only paper provided/approved by CISD will be allowed on the color printer. No outside paper will be allowed, no exceptions.

v. **Transparencies:** Only those provided by SCF will be allowed on the color printer.

vi. **Special Paper**: Users may ONLY print on paper that is provided by CISD. No outside paper will be allowed on the color printer. We currently offer plain and glossy paper at this time.

## 7. Printing Quota

Prepaid Print Quota

- You are charged per page (a single sheet has two pages), no matter how many slides or pages are printed on a sheet of paper. This means that six slides or two pages per page-side would still only be charged for one page.
- Printing in the CISD Computing Labs is regulated by prepaid-print quotas. Each user will be responsible for refurbishing his/her quota once it is exhausted. The prepaid-print quota does not exhaust and carries over to the next term. Users that do not exceed their quota will not incur any charges. You can refurbish you prepaid-print quota at Rs. 3/- per page and your payment will be acknowledged by logging it in a register. You are required to sign against your log entry.

Sponsored Print Quota
- Sponsored account holders wishing to do so must fill out the Quota Reset Request form and present it to the CISD Staff at the Helpdesk.

## 6. Procedure to Update and/or Amend

- PIEAS reserves the right to update and/or amend this document to reflect university policy changes and/or state or federal law.

**Effective Date:** June 16, 2013

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**Change Control Board:**

- Rector, PIEAS
- Pro-Rector, PIEAS
- Head CISD
- Network Administrator
- Mail Administrator
- WebMaster