



# Mount Boucherie Senior Secondary School Staff Handbook

## **PRINTING ON THE SCHOOL NETWORK**

*All available information can be found in this document. If you have any questions, see one of the school administrators.*

### **Details**

In order to reduce unnecessary network printing we have a program in place that counts and restricts printing for each student. At the beginning of each year, students have 50 pages in their name. When they run out or require more, they must purchase extra pages at the cost of \$.05 (covers toner and paper). The real cost of printing is in the toner and the maintenance of the printers in the school. Students are encouraged to be frugal with their printing and only print what they need. They should save to the network or floppy disks whenever possible. To address extenuating circumstances of an educational nature, a form is available in the library to apply for more print credit. Students should regularly check their print balance.