

PRINTING AND PHOTOCOPYING POLICY AND GUIDANCE FOR STUDENTS

Responsibility of	APVC and CIO
Initial approval date	10 September 2018
Review date	09 September 2020
Approved by	Vice-Chancellor's Executive

PRINTING AND PHOTOCOPYING POLICY AND GUIDANCE FOR STUDENTS

1. Introduction

From September 2018, and in response to student feedback, the University of West London has revised its policy for student printing and photocopying.

The University now provides **free black and white (mono) printing and photocopying** on all student multi-functional devices (MFDs) **for academic purposes and within reasonable limits**. A *significantly reduced charge* will apply for colour print output (see the table of charges in **Appendix A** below).

1.1 Rationale for this policy

1.1.1 Where possible the University seeks to deliver teaching and learning materials and documentation in digital form so that these can be accessed from any location on a wide variety of devices.

1.1.2 Students must submit coursework electronically across all disciplines where practicable and details of how to do this are usually found in Course Handbooks and Module Study Guides.

1.1.3 Students are encouraged to work digitally as far as possible. To enable material to be stored safely and used flexibly, extensive storage facilities are provided via Office 365 accessed through the [Student Portal](#)¹. The University, however, recognises that in the course of their study, students may need to print out or photocopy certain materials. Within the framework of this policy, and for black and white (mono) printing, this service is provided at no charge.

1.2 Sustainability considerations

1.2.1 Unnecessary printing and copying are not only detrimental to the environment, but cost the University significant sums which could otherwise be spent on further improving the student experience.

1.2.2 In collaboration with the Students' Union, the University encourages students to consider the ethical and environmental implications of their actions, including printing and copying. Further guidance on ways to minimise your printing and copying requirements is provided in the guidance at **Appendix A** (below).

2. Scope of the Policy

2.1 This policy provides **free black and white (mono) printing and photocopying** on all student multi-functional devices (MFDs) **for academic purposes and within reasonable limits**.

¹ 5TB of online Cloud-based storage is provided through UWL OneDrive, accessible from the Student Portal – login to <https://portal.uwl.ac.uk> and click on the “UWL OneDrive” blue tile.

2.2 This policy applies to all enrolled students based in Ealing, Brentford and Reading. It does not cover the use of printing and photocopying facilities at the overseas campuses, or at the sites of collaborative partners, where local arrangements are in place.

2.3 It does not cover specialist print facilities in Schools or Colleges, e.g. in the London School of Film, Media and Design and the School of Computing and Engineering, where local arrangements have been put in place to ensure that students there also receive the necessary support.

3. Reasonable Usage

3.1 The University recognises that students will have different printing and copying requirements and is alert to the needs of different courses and modules. Consequently, the definition of what is a “reasonable” amount of printing and photocopying will take account of the Course, School/College and wider University usage levels. It will also take account of reasonable adjustments that may be required by students with disabilities; those campaigning for election to the Students’ Union, or those actively involved in publicising student activities and groups.

3.2 Students whose usage is deemed excessive will be contacted in writing and will have the opportunity to inform the University of any relevant mitigating circumstances that may have contributed to your excessive use prior to any consideration of misconduct.

4. Copyright law and permitted photocopying and scanning

4.1 Copyright law exists to protect the rights of authors, illustrators etc and breach of copyright is a legal offence as well as an infringement of University Regulations. Breach of copyright includes copying more than a certain proportion from printed and electronic books and journals, web sites etc.

4.2 Students may only copy or scan a “fair” amount of a copyright protected work, which is generally limited to one chapter from a book, a single article from a journal or 5% of a publication. This covers the vast majority of the print and electronic materials held or made available by the Library. For more details on what is permitted by copyright law see <https://www.uwl.ac.uk/library/finding-and-using-information/copyright-information>. Advice and guidance on copyright is available from Library Services, contact us at: <https://www.uwl.ac.uk/library/contact-us>.

4.3 Where students are found to have copied (printed or scanned) material in breach of copyright, this material may be confiscated and further action taken as set out in the University Regulations.

5. Unauthorised use of the printing and copying facilities

5.1 The following activities are not permitted on the University’s print/copy facilities:

- Printing or copying for personal uses not related to study or University business. If you need to copy or print non-academic materials, consult CDS Print Services who will be able to advise.
- Printing or copying on behalf of others.

- Printing, copying or scanning in breach of copyright (see above).
- Printing in breach of the Acceptable Use of Information Assets Policy [link] e.g. the printing of pornographic or otherwise offensive material.
- Excessive printing or copying.

6. Liability for misuse and disciplinary action

- 6.1 Excessive printing or copying, or other unauthorised use of printing and copying facilities as outlined above, will constitute misconduct as defined in Section 9 (h) of the [Student Code of Conduct](#) concerning misuse of University property.

7. Advice and support

- 7.1 Further information on the University's print facilities, including details of where MFDs can be found on campus can be found in [Your Guide to IT services at UWL](#) or by contacting the IT Service Desk (telephone 2222 from an internal telephone or help point; call 0300 111 4895 from any other telephone; or email ITServiceDesk@uwl.ac.uk).

Appendix A: Guidance on using UWL printing and copying facilities

To use the University printing and copying facilities, you need to swipe your UWL ID Card on the card reader on the MFD to release your print jobs. To print in colour you will need a credit balance on your UWL ID Card. Details of how to check and top-up your printer-credits can be found in [Your Guide to IT services at UWL](#).

By default, all UWL PCs and Apple Macs are set to print on A4 black and white paper (mono) and in duplex (double-sided) by default. You will need to manually change these settings to print in colour or on A3 paper, which you should only do when essential.

From 10 September 2018, colour printing will be charged at the following rates*:

Output	Charge per sheet
A4 colour single-sided	10p (was 30p)
A4 colour duplex (double-sided)	20p (was 60p)
A3 colour single-sided	20p (was 60p)
A3 colour duplex (double-sided)	40p (was £1.20)

**The University reserves the right to periodically review and change the charges levied for printing.*

All of your printing and copying is recorded against your student account. You are responsible for the usage associated with your UWL ID Card and you must ensure that you make appropriate use of the University printing and copying facilities in line with this policy. IT Services will regularly monitor print usage data and in the event that you fail to follow this policy, you may be subject to disciplinary action under the [Student Code of Conduct](#).

Permitted printing and copying

You are permitted to print or photocopy your work or University documents or learning materials provided by the University when this is required to support your programme of studies or University business and within reasonable limits. All printing or copying is for personal use only. You are not permitted to print or copy for other students or individuals unless you have a valid reason for doing so.

Any document that remains on the print server without being printed for 72 hours will be automatically deleted. You will also be able to delete any print job from any device should you realise that you no longer need to print it.

If you have a specific requirement for a large volume of printing or copying, or any specialist printing (e.g. large format) you should discuss this with the UWL Print team who will ensure that this is handled in the most efficient and cost-effective way. They can be contacted by email to UWLPrint@uwl.ac.uk.

Conserving the environment and making best use of University resources

The University is committed to improving its own environmental performance in a wide variety of ways including the effective utilisation of printing and copying facilities and thereby contributing to the saving of trees. The production of paper requires a large

resource input in terms of energy, water and chemicals, and produces large volumes of solid, liquid and gaseous waste, some of which is hazardous. It is therefore in everyone's interest to reduce paper consumption.

You are in control of how much and what you print so please help us minimise our environmental impact, reduce our costs and keep this valuable black and white (mono) printing service free for you.

To play your part, please ask yourself these questions:

- Do I really need to print/copy or will a digital version suffice? Remember that you can now mark up and annotate digital copies online using the capability built into most Office 365 apps. Ask the IT Service Desk for help.
- Have I securely backed up my work and, if so, is it still necessary to print out a copy?
- Can I remove the need to photocopy by scanning instead, with the scanned document being sent to my email box? Scanning from an MFD device is easy and free too.
- Can I reduce the number of pages I need to print by changing the font size or reducing the margins?
- Have I checked my work to ensure that I have the final copy incorporating all the amendments and following an automatic spell-check before printing it out?
- Have I used the print preview option to ensure that my document fits on to the smallest number of pages that will be appropriate? (This is especially true for spreadsheets.)
- Could I reduce the number of pages I need by printing or copying two pages per sheet?
- If I am only making small changes to a document, then am I sure that I am only reprinting the pages that have changed – not the whole document?
- Can I use Office 365 to share documents with a group, rather than photocopy or print?
- Am I saying "no" to printing PowerPoint presentations? PowerPoint files can be full of graphics, coloured backgrounds and very little text. Instead of printing, use it as a study opportunity to take notes—typing or writing—from the PowerPoint. By recording the information yourself, you become more familiar with the material. Consider uploading the file to OneNote and writing your notes electronically alongside each slide there. Ask the IT Service Desk if you need help in doing this.