

Copier Use & Policies 2018-2019



Date: 6/30/2018

1. There will be no students in the AV room (D205) at any time. This is not only the AV room, but also a staff work room. Be courteous to other teachers and have students either wait outside the door or in your classroom.
2. No food or drink is allowed on or around the copiers at any time.
3. There is a **five minute time limit** for ALL staff members when using the copiers. After that if you are not done, please stop your job and go to the end of the line so that others have access to the copier machines in a timely fashion.
4. Please clean up after yourself. Do not leave papers, wrappers, or other miscellaneous materials laying around on tables or countertops.
5. Large copy jobs should be scheduled through RCSD print shop. They have a 48 hour turnaround time.
6. Staff may use any printers/copiers in the building for small print runs (1-10 sheets) on a regular basis.
7. Any time copiers are down, staff may use any other copiers/printers in the building to prepare instructional materials for students without restriction.
8. Copy paper will be stocked daily in the room adjacent to the copiers by the custodial staff.
9. The lower school librarian will check, fill and turn on copiers before 7:30am. The upper school librarian will check and fill the copiers at the end of the school day (3:30pm).
 - a. If a copier is not working, staff will report it to the librarian (and label the copier as NOT WORKING), whom will be the point person notified to call Xerox and schedule a repair and/or order necessary parts.
 - b. The librarian will label any copier once it has been called in to Xerox with the confirmation number, date and their signature.
 - c. The librarians will be trained by IM&T, to replace toner cartridges, empty waste containers, replace staples and other troubleshoot other common copier issues.
 - d. This assignment will count as an IDCPT/CPT assignment for both librarians.

**Members of the Building Committee may revisit this agreement at any time during the 2018-2019 school year to make needed adjustments or revisions. This policy will remain in effect for the duration of the 2018-2019 school year and until a new agreement has been made for the 2019-2020 school year.

<u>Margene Blocker</u>	Upper School Principal
<u>Aria Miller</u>	Lower School Principal
<u>Shen Munson</u>	RTA member
<u>Aria Miller</u>	RTA member
<u>Kristine Price</u>	RTA member
_____	Parent Member
_____	Student Member
<u>Breemay Wilson</u>	RAP Member
_____	Bente Member
<u>Shia D. Keatman</u>	ASAR Member