



**Official Procedure
of
Ogden Preparatory Academy**

9. Information Technology

9.07.PRC.1 Personal Printer Procedure

Effective/Revision Date: 11/13/2017

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Ogden Preparatory Academy provides printers for employee use in performing job duties.

The following procedure is for staff members who decide to purchase a personal printer to be used in their learning environment.

1. Purchase of Personal Printers

1.1. Ogden Preparatory Academy's Print Management System is not compatible with all printers. To ensure compatibility, employees should contact the Support Department before purchasing a personal printer.

1.2. All personal printer costs are the sole responsibility of the employee. These costs include purchasing the device, maintenance of the device, toner/ink purchase and replacement, etc.

1.3. Printer paper is available to all employees of Ogden Preparatory Academy. Due to this availability, paper used in a personal printer will be included in the employee's monthly allotment. Since the employee is responsible for costs associated with personal printers, cartridges, toner, and other maintenance costs will not be included in the monthly allotment.

2. Installation/Management of Personal Printers

2.1. Ogden Preparatory Academy's Support Staff will assist employees with personal printer access to the Ogden Preparatory Academy print management system.

2.2. Personal Printers fall under the Personal Device Policy and therefore have no further support from the Support Department after installation. The employee is responsible for all maintenance and management of the personal printer after gaining access to the School's print management system.

Document History

Approved: 11/13/2017