2.5.2.5 Print Credits and Internet Access

*Yoobee Colleges makes provision for every campus staff member and student to have a reasonable quota of print credits and internet usage. Yoobee Colleges will also provide the ability to purchase additional print credits.*

Responsibilities

* The Administration staff are responsible for completing all print and credits sales.
* The Campus Administrator is responsible for ensuring that the print credit sales are complete and accurate.
* The National Network Manager is responsible for creating PaperCut accounts and updating quotas for staff members and students.
* The National Network Manager is responsible for the management of internet usage.

Procedures

* At the beginning of each programme the National Network Manager will create a PaperCut account for each student and staff member.
* At the beginning of each programme the National Network Manager will create a printing account and load print credits for each student. The amount of print credits is determined by their programme type.
* Students requiring extra print credits will be able to purchase additional credits for $5 from the Campus Administrator. Administration staff will provide a receipt to students upon purchasing of the print credits along with a unique serial number. The student will then be responsible for entering the unique serial number onto their PaperCut account.
* As in the Technology Use policies signed by staff and students, monitoring for illegal/illegitimate use of the Yoobee Colleges network will be in place and restrictions may be placed on those abusing this access.
* Staff members are allocated a monthly allowance of print credits and forethought is asked for when deciding to print.
* Credits are to be loaded within one business day.
* Internet usage is uncapped.
* The National Network Manager will run a financial breakdown monthly for internet and print usage.

**Supporting evidence**

Request for Print Credits Form.

Copies of receipts for print credits paid.

Financial accounts.

Compliance audit documentation.

**Review dates:** June 2019