

**Purpose**

- Provide an understanding and guideline for print and print allocation for the COM.
- Protect the security of ACOM's information resources.

**Scope**

This policy applies to all uses of Print at all physical locations on the Dothan campus at the Alabama College of Osteopathic Medicine, both inside buildings and in other areas. Exceptions may only be granted by the Director of Information Systems - ACOM. It does not apply to personally owned printers.

All ACOM information technology policies apply to the use of ACOM's printing resources, as do all other applicable ACOM policies and procedures and all federal, state, and local laws.

**Policy****Authority, Standards, and Access**

The Director of Information Systems - ACOM or designee is responsible for establishing and enforcing all Print resources. Any print installation or use that varies from this standard must be approved by the DIS-ACOM.

ACOM Information Systems Department will be the sole provider of design, specification, installation, operation, maintenance, and management services for all print resources.

Only ACOM faculty, staff, students, and authorized visitors may use the ACOM Print Resources; exceptions must be authorized by the DIS-ACOM or designee. All College print resources must be configured according to security standards established by the DIS-ACOM. The Office of Information Systems will be responsible for managing the security of the ACOM print resources.

All OMS1 and OMS2 Students will have a printing account created and be allocated \$100 of print credit at no charge. Additional credit can be purchased online via PaperCut. This \$100 credit will be applied at the beginning of the first and second school year. OMS3 and OMS4 are not allowed a print credit, however, with an email request, print resources can be restored and student will be required to purchase print credit.

OMS1 Students that have unused print after the end of the first year will be allowed to carry over balance to the next year.

Printing will be tracked and charged to print account.

- \$.05 per page for B&W prints (.03 per side duplex)
- \$.15 per page for color prints (.09 per side for duplex)

ACOM will not refund any print credit.

At the end of the school year, a student may transfer any credit that they purchased during that school year to an OMS3/4 account or to another student if they can provide a receipt showing their purchase. ACOM will not transfer the initial allocation of \$100 provided to other students.

OMS 3 Students that remain in Dothan, will be provided consideration of \$10 print credit and be allowed print privileges.

**Interference**

None

**Definitions**

PaperCut – Print management software

Questions

Questions regarding this policy should be sent to Director of Information Systems – ACOM at [support@acom.edu](mailto:support@acom.edu).