



RICHLAND ONE

Summary

Zone Printing for Classroom Teachers

January 1, 2019

The following is a status summary of the availability and use of copiers/printers in our schools:

1. Winter/Spring 2018: Procurement awarded contract and vendor installed (during Summer 2018) high-end zone copiers/printers for use in schools. Those copiers/printers were distributed throughout schools based on locations identified by the school administration and were networked by IT staff.
2. Summer 2018: IT removed one specific printer model from all classrooms, offices, and other work areas in schools. All other printers were left in their respective locations for continued use.
3. 2018-2019 School Year: Schools have continued to buy plug-and-play USB printers for individual classrooms, offices, and other work areas within those schools. *(See additional information about support for classroom printers in Appendix A, below.)*
4. October and November 2018: IT staff began surveying school floor plans to determine locations within the schools at which additional zone copiers/printers could be placed so that teachers would have access to zone copiers/printers in closer proximity to their classrooms. A specific number of additional zone copier/printers was determined.
5. November and December 2018: IT staff met with individual school administrators and presented recommendations for the placement of the additional zone copiers/printers. IT staff and the school administrators walked the schools to confirm the recommended locations (or other locations, as identified). *(See the proposed number of additional zone printers and the possible locations within schools in Appendix B, below.)*
6. December 2018: IT and Procurement discussed the leasing of the additional zone copiers/printers under the contract that is in place for the zone copiers/printers installed in Winter/Spring 2018. It was agreed that the contract could be extended to cover the additional zone copiers/printers. It was agreed also that Board approval of the procurement was not required because the procurement was an extension of a contract the Board had already approved.
7. December 2018: IT staff met with the vendor to discuss the procurement, confirm the quote for the additional leases, discuss implementation, and determine a potential timeline for implementation. The vendor indicated that installation could start early-to-mid-January 2019 and that all 165 identified copiers/printers could be installed by mid-April 2019.

8. December 2018 and January 2019: IT has planned and will begin installation of network drops at the locations designated for the additional copiers/printers. IT will also implement the network rules that provide access to the additional copiers/printers.
9. December 2018 and January 2019: IT and Procurement will finalize the additional procurement with the vendor and will create the site-by-site schedule, which will be distributed as soon as it is completed.
10. January 2019: IT and Procurement met with the vendor to determine implementation strategies and timelines. The vendor has proposed that all installations can be completed by March 29, 2019.
11. January through March 2019: The vendor will install and configure the additional copiers/printers; IT will run additional network drops and setup print queues for the end users. The District will also install electrical power in copier/printer locations, as needed.
12. March 29, 2019: All zone copiers/printers will be in use.

In summary, locations of additional copiers/printers have been identified by school administrators, electrical and network drops are being run to those locations, user access is being setup, and the copiers/printers will be installed and operational by the end of March 2019.

Appendix A

End of Support for Classroom Printers

January 1, 2019

Please note the following regarding classroom printers in Richland One classrooms (the term “copiers/printers” is intended to mean “copiers, printers, or devices that both copy and print”):

- With the availability of zone copiers/printers in all schools, the District will no longer purchase, provide, or support individual printers for classrooms.
- The District is emphasizing the need to use the provided zone copiers/printers in support of energy savings, cost savings for printer supplies (especially paper), and resource use accountability.
- The District recommends that, whenever possible, teachers use shared OneDrive resources to provide documents, materials, and resources to students instead of printing such documents, materials, and resources.
- Schools may continue to purchase plug-and-play printers for use in classrooms. Such purchases must (a) go through the DRAPE process, (b) be paid for from a school budget account, (c) be installed by school staff (teacher, media specialist, administrator, etc.), and (d) use only devices on the District’s approved technology lists.
- Such printers/copiers cannot be installed by students or by family members of school staff.
- School staff may not, under any circumstances, install any device (including copiers/printers) that is personally owned – that is, any device that has not been purchased by the school and paid for through a school or District account number. That restriction applies to devices (including copiers/printers) that are purchased with the State’s teacher supply money. Devices to be installed and connected to computers must be approved through the DRAPE process and must have a school or District account number.
- School support groups/organizations (including PTO/PTA, SIC, booster clubs, etc.) may not buy any type of technology for classrooms. Such groups may make monetary donations to schools, which can then buy the technology through the DRAPE approval process and with a school or District account number.
- Schools and projects/programs that purchase classroom copiers/printers are fully responsible for all supplies and support needed for those copiers/printers, including but not limited to ink, toner, and paper.
- IT will no longer support classroom printers or copiers, regardless of the source of funding. If a classroom printer or copier malfunctions or stops working, the school or the project/program through which the purchase was made must replace the device or contract with outside resources for support.

Appendix B

Additional Zone Printers and Possible Locations

January 1, 2019

Site Name	Admin Consulted	Current Number of Admin Copiers	Current Number of Teacher Copiers	Extra Teacher Copiers Authorized	Total Teacher Copiers Authorized	Possible Locations for Authorized New Installations								
						Teacher Copier Location A	Teacher Copier Location B	Teacher Copier Location C	Teacher Copier Location D	Teacher Copier Location E	Teacher Copier Location F	Teacher Copier Location G	Teacher Copier Location H	
Elementary Schools														
AC Moore		1	1	2	3	MC	East 125 Workroom	Needed by the Kindergarten wing but no place to put it						
Arden	X	1	1	2	3	A5	P2							
Bradley	X	1	1	3	4	Main Hall Teacher WkRoom	Strings Classroom	C303/304	MC Conference room					
Brennen	X	1	1	8	9	MC x2	B113 x2	D123 (Pickle Room) Wkroom	Hall by Deaf Education (nook)	Corner of hall next to E115	#3 in front office	Stairway corners by G100 and G114.		
Brockman		1	1	2	3	Hallway between Music and Special Ed (Guidance area)?								
Burnside		1	1	4	5	Wkroom/Lounge, extra	C111 Reading Room							
Burton Pack		1	1	3	4	Kindergarten Wkroom	4th Grade Wkroom	Computer Classrm off MC						
Carver Lyon		1	1	3	4	Wkroom on left Side	K7 or 9 Wkroom	Staff Lounge #2	MC Conference room	Parent Teacher Conf Rm				

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Caughman Rd	X	1	1	4	5	Storage Rooms - K and 1st Grade	Family Engagement Rm	Resource Room near new construction						
EE Taylor		1	1	2	3	Rm 139	Teacher Wkroom near office							
Forest Heights	X	1	1	4	5	Pre K Workroom	Staff WkRoom main Hall	Multi-Purpose Room	Math Resource Office	CRT Office	Dr Broughton Office			
Gadsden	X	1	0	1	1	Science Lab								
Greenview	X	1	1	2	3	C152	Strings Classroom	Gated area near Strings						
HB Rhame	X	1	1	4	5	Conf Rm	Teacher Wkroom - Move Laminator?							No room for last 2 - Go to Columbia?
Hopkins Elem		1	1	2	3		703	206						
Horrell Hill	X	1	1	4	5		310	450	Science Lab	MC Lab				
Hyatt Park		1	1	3	4	A200	C204	ISS	Teacher Wkroom down from ISS	Old Computer Area by MC				
JP Thomas		1	1	3	4	A3 - Parent Involvement	D1 Lab next to MC	Office space by Reading Inter. And Guidance						
Logan	X	1	1	2	3	3rd Floor teacher Wkroom (move Poster Maker?)	MC	Move 105 to Mail Room						
Meadowfield	X	1	1	6	7	523 - Computer Lab x2	209 x2	205	211	506	507	Hall by MC and SRO (No Egress)	105 by Window	
Mill Creek		1	1	2	3		218	147						
Pine Grove	X	1	1	4	5	A16	MC	103	124	119				

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Rosewood	X	1	1	3	4	A5 - Active Classroom	No real space available per Ms Williams						
Sandel		1	1	4	5	Additional in 25	Multi Purpose Room	Teacher Lounge near Front Office	MC				
Satchel Ford	X	1	1	7	8	Guidance	Computer Lab	SPED Room 14					
S. Kilbourne		1	1	1	2	End room, left corridor							
Watkins Nance		1	1	3	4	P12 WkRoom	E30 Wkroom	K Storeroom					
Webber	X	1	1	2	3	Teacher WkRoom Front	2nd Teacher Wkroom Main Hall	109 Main Hall					
Middle Schools													
Alcorn		1	2	2	4	6th grade workroom - 601	200	Back room of MC					
Crayton		1	3	8	11	move 754s back to MC	1 in each teacher wrkroom on each hall - 4 total	2 additional in MC for Teacher work area	Room for 2 more				
Gibbes	X	1	2	2	4	8th gGrade Pod WkRoom - Across from 205	Guidance Area						
Hand		1	3	5	8	Initial survey shows nothing available	Admin needs to find areas						
Hopkins Mid	X	1	2	3	5	8th Grade WkRoom	6th Grade WkRoom	MC					
Sanders		2	2	3	5	B209 WkRoom	C136	E123		Admin contains Montessori as well			
SouthEast		1	2	3	5	MC	8th Grade Pod	Teacher WkRoom by Lecture Hall (196)	Green Room	601 - if not being used			

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St Andrews	X	1	2	5	7	231 - Storage area to the left - 2 each	E101 outside Guidance	A123 - Data Room	B121	Media Center - opposite side of current Copier			
WA Perry	X	1	1	2	3	J104	J122 - Old MAC Lab						
High Schools													
AC Flora	X	1	5	9	14	Lower 300 Teacher WkRoom x2	Upper 300 Teacher Wkroom x1	MC Teacher WkRoom	222	400	Lower 800 Next to G109	Upper 800 G212	H115
CA Johnson	X	1	1	3	4	Move current to MC outside B217	Main Office	B119					
Columbia		1	3	3	6	B140	A115/A112/C141 (secured)	A326	Video Conference Room (From Main Office)	G316 - serves 14 classrooms	Split level on 1st floor, could use another.		School needs 2 Additional due to Physical Layout
Dreher		1	3	9	12	1st Floor Athletic Director Conference Area	2nd floor T WkRoom	105 additional	Need help finding 6 more locations				AD area serves ROTC and Health area
Eau Claire		1	3	2	5	Move 3rd Floor Teacher WkRoom to E338	E326	E309 to end of hall	B104 - Green Room - to server Fine Arts and Coaches				
Heyward		2	2	4	6	MC	S135	Laundry Room near Cosmetology	??			1 Admin is CATE	
Keenan		1	3	4	7	2nd Floor WkRoom	B Wing WkRoom	C Wing WkRoom	D Wing WkRoom				
Lower Richland		1	4	7	11	MS - 2nd Floor WkRoom	J - 1st Floor 109 Left Side	J - 2nd Floor WkRoom next to J210	H - 101 / 104(Backup)	H - 121A - Old SRO	C - Main Office	C - 2nd Floor Lab on right side	B - Lab or Storerooms by Chorus