

**Education and Workforce Development Cabinet
POLICY/PROCEDURE**

Policy Number: EDU-20

Effective Date: February 16, 2009
Revision Date: December 20, 2012

Subject: Local Printing Policy for the Education and Workforce Development Cabinet Agencies

Policy Statement: A critical capacity of the IT computing infrastructure in state government is the output of documents through local printing devices. In the context of budgetary shortfalls, however, as well as ongoing operational efficiency, it is critical that printing costs be reduced to the maximum extent possible. Where it does not impede the ability of state workers to conduct agency business, this policy directs agency staff to make conscious decisions to print only where there are tangible benefits for printed output, and, when printing is necessary, to print in black and white and in duplex. In executing this policy, agencies are asked to closely monitor local printing costs and to develop means to document reductions in material expenditures associated with local printing. This policy supports the principles of Governor Beshear's 'Green IT' initiative.

Applicability: This policy is to be adhered to by all agencies and employees within the Executive Branch of Education and Workforce Development Cabinet (EDU) Agencies.

Responsibility for Compliance: Each agency is responsible for assuring that employees within their organizational authority are aware of the provisions of this policy, that compliance by the employee is required, and that intentional, inappropriate use may result in disciplinary action pursuant to KRS 18A, up to and including dismissal.

Policy Maintenance: The EDU Agency Security Contacts (ASC) is responsible for the maintenance of this policy. The Chief Information Officer (CIO) is responsible for the revision of the EDU Policy and Procedures Manual (EPPM). Agencies may choose to add to this policy as appropriate, in order to enforce more restrictive standards. Therefore, employees are to refer to their agency's internal policy, which may have additional information or clarification of this enterprise policy.

Policy: All agency print devices shall be configured so that their default settings include:

- Duplex (double-sided) printing
- Black (non-color) ink
- Non-essential services and protocols will be disabled

Services and protocols to be disabled are:

- SNMP

- FTP
- Telnet
- Netware
- AppleTalk

No images of confidential information are to be stored on the device

Services to have restricted access are:

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| • Management Console accessible through the web | Password Protected |
| • Printer Management accessible through web | Password Protected |
| • Web Image Monitor accessible through web | Password Protected |
| • Network Configuration accessible through web | Password Protected |

Other default settings are at the discretion of the agency.

Recommendation: To further reduce printing costs and agency waste, individual agencies may wish to include any or all of the following additional recommendations in their own internal supporting policies.

- Discourage the use of personal* ink jet printers at employee workstations. While certain circumstances may justify the use of personal printers, this is not the best use of government resources.
- Carefully review, plan and manage their printing needs in order to avoid unnecessary costs. Electronic resources should be used to send agency memos, newsletters, flyers, etc... whenever possible.
- Business cards, letterhead, brochures, newsletters, flyers, and other information documents used for intra-government communications that cannot be sent electronically should be printed with a single color and on standard-size, recycled paper stock.
- All other printing requests should be submitted to the state's Division of Printing. Agencies should avoid requesting the use of specialized technical processes such as embossing. In addition, the Division of Printing's Quick Copy Centers should be utilized whenever possible. (See: http://technology.ky.gov/services/printing_services.htm for more information).

*Personal as defined is a single user local printer that is property of the state. No personal (owned or purchased by a user) shall be installed or used by contractors or state employees using the Kentucky Information Highway connections are to be installed.

All requests for a business case exemption to this policy must be submitted to Chief Information Officer. The exemption must include a business justification for the reason. The CIO will approve exemptions on a case-by-case basis.

Review Cycle:

Annually

Timeline:

Review Date: November 27, 2012

Reviewed by: EDU Agency Security Contacts

Enterprise Security and Policies:

Cross Reference:

<http://technology.ky.gov/governance/Pages/policies.aspx>

CIO-086 -- State Agency Local Print Policy

OTS Standards:

Cross Reference: