



The American University of Kurdistan

Policy of Printing Services

Policy Number: IT006
Effective Date: May 25, 2026

1. **Policy:** This policy establishes the standards and institutional requirements governing printing services and resource use at The American University of Kurdistan (AUK). It standardizes printing practices across the institution to reduce unnecessary printing and paper waste and to ensure compliance with applicable data protection and information security requirements. All regulations pertaining to printing services shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy shall be communicated transparently to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, alignment with AUK's mission and institutional objectives, and consistency with operational and sustainability frameworks. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees.
 - a. **Purpose:** The purpose of this policy is to facilitate the appropriate and acceptable use of AUK print resources by University employees and authorized users.
 - b. **Scope:** This policy applies to all students, faculty, staff, contractors, and authorized affiliates of AUK, who access or use University-owned or University-managed printing resources.
2. **Definition of Terms:**

Central Printing System: A networked printing system accessible to authorized AUK employees and students through individual ID cards, used for general document printing.

Print: The process of producing a physical copy of a digital document or image using a printer, typically onto paper or other print media.

Scan: The process of converting a physical document or image into a digital format using a scanner, enabling storage, sharing, or electronic processing.

Secure Printing for Exams/Quizzes: A restricted printing setup exclusively managed by the IT Department, with a printer connected directly to a laptop to securely print exams and quizzes, ensuring restricted access and preventing unauthorized duplication.
3. **Responsibilities:**
 - a. **Issuing Unit:** The Information Technology Department (ITD) holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
 - b. **Other Stakeholders:** Finance Department.

4. Procedures

a. Access to Central Printers and Environmentally Responsible Printing

This system offers a cost-effective and controlled printing solution and requires authentication through University-issued ID cards.

- Login to the printer using the University credentials (ID and password, or access card if applicable). Select the print job from the list of queues and authorize printing at the printer.
- All users of University printing resources are required to adopt environmentally responsible printing practices. Default printer settings should be configured to double-sided (duplex) and black-and-white printing whenever possible. Users must review print jobs before submission to avoid unnecessary pages.
- For non-confidential documents, it is encouraged to reuse the backside of previously printed paper rather than consistently using new sheets, in order to minimize paper waste and promote sustainability.
- Employees should promptly report any technical issues or access problems to the ITD using the emergency phone located next to each central printer.

All requirements governing access to, authorization for, and use of centralized printing services shall be aligned with the following criteria:

- Printing shall be limited to items essential for academic instruction or necessary to perform and complete official university business, such as reports, forms, or documents required for administrative operations, or other official institutional purposes. This limitation supports AUK's commitment to environmentally responsible practices and its ongoing efforts to reduce paper use by promoting electronic alternatives whenever possible.
- All employees are allocated a monthly printing limit of 250 pages. Employees who require additional pages must contact their direct supervisor. Upon approval, the supervisor will notify the ITD to accommodate the request, specifying the number of additional pages needed for the month. Supervisor approval is the only requirement to proceed with this request.
- Students may also access the central printing system; however, printing costs must be covered by loading funds onto their ID cards through the Finance Department. Printing options (e.g., black or color, A4 or A3) and their corresponding prices are displayed on the printer's screen.
- Centralized printers shall be configured to automatically turn into standby mode when not used for certain period of time (maximum 5 minutes) to reduce energy consumption.
- Any misuse of printers shall be addressed in accordance with the applicable Code of Conduct Policy (See Section 6: Related Documents).

b. Secure Printing and Data Protection

To ensure the confidentiality, integrity, and controlled distribution of assessment materials, the following secure printing process shall be observed:

- A dedicated secure printer shall be maintained by the ITD exclusively for the printing of exams, quizzes, and other assessment-related materials. This printer shall be physically located within the IT facility and connected only to an IT-controlled, secure workstation.
- All secure printing requests must be submitted to the ITD a minimum of three (3) days in advance.
- Prior to printing, faculty shall transmit finalized exam or quiz files to the IT printer solely via a USB device to ensure security. All materials shall be clearly labeled with course information, assessment date, and number of copies required.
- The ITD shall first confirm the identity and authorization of the requesting faculty member, then load the assessment document onto the secure IT workstation, configure the print settings to produce the exact number of copies required.

- Once printing is complete, ITD shall notify the requesting faculty member, who is responsible for collecting the final assessment materials in person from the IT facility.

All requirements governing access to, authorization for, and use of secure printing shall be aligned with the following criteria:

- Access credentials for the secure printer shall be managed and issued by the ITD.
- The secure IT printer shall not be used for general or non-assessment related printing. Students and other University users may not access this printer for personal or administrative documents.
- The ITD, as the issuing unit, shall be responsible for ensuring the secure deletion of all sensitive files.

5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Revision Announcement	IT	April, 2026	University website, email	Announce the revision of the policy, assessment metrics, and objectives.
Feedback Collection	IT	April, 2026	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures annually or as necessary to ensure continued relevance and compliance.

6. Related Documents

[Policy of Network Account](#)

[Policy of Data Security](#)

[Policy of Student Records](#)

[Policy of Procurement](#)

[Policy of Student Code of Conduct](#)

[Policy of Employee Code of Conduct](#)

7. Ways to Measure Success

- Secure Printing Compliance Rate:** Percentage of assessment materials printed in full adherence to secure printing procedures, including advance submission, authorized handling, controlled printing environment, and documented collection, with zero recorded security breaches.
- Printing operational cost (cartridges and consumables):** Total monthly or annual expenditure on printer cartridges and related consumables, tracked to monitor cost efficiency and support budget planning.

8. Policy History

- Approved by:** Board of Trustees
- Adopted:** May 25, 2026