Is your school district fit to print?

A checklist for K-12 administrators and IT managers who are considering Managed Print Services

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Better classroom access to printing begins here

School districts everywhere are looking for cost-effective solutions to improve learning outcomes in both blended learning and flipped classroom environments. One option is better classroom access to printing.

Schools may commit any number of things to print, from attendance sheets to exercise books to term papers. For the student, the ultimate goals of reading printed media are literacy and comprehension and the ability to derive meaning. Printed materials are well suited to support these core skills, encouraging present and future generations to become lifelong learners.

However, for the school district, printing without a sound strategy can result in significant budgetary waste, cybersecurity risks, and technical headaches, to name but a few liabilities.

Whether you are a K-12 administrator or an IT specialist who supports students and faculty, it is challenging to accurately define a school system's print servicing and usage requirements. If your school district hasn't already implemented a comprehensive print policy, your print volumes and costs may be out of control.

Managed print services (MPS) can orchestrate and optimize your entire school system's print environment. That means more than reducing paper usage and minimizing spending on other printing supplies. An effective MPS provider can increase operational efficiency, decrease costs, fortify endpoint security, and empower educators to remain focused on what they do best: improve student educational outcomes.

Take the time to understand your school district's print servicing and usage requirements. Doing so can help you build an RFP for an MPS program that integrates services, software, hardware, supplies, and even end-user training. As with any other purchase, it helps to work out your shopping list ahead of time! Many MPS providers offer a complimentary assessment of your print environment in an effort to design and implement a customized, long-term strategy specific to your school system's needs and goals.

This checklist helps you prepare for that assessment. Indicate YES or NO for each criterion to prioritize the things that matter in your situation and to spot those that are less critical. Doing so helps you set your school district on the right path towards finding a MPS partner that delivers the right solution for you.

K-12 Printing

Environment Checklist

Are your print costs on a continuously upward trajectory?

Yes   No

Your school district's use of print may grow with the adoption of blended learning and flipped classroom models, or the changes may cause print usage to shrink. Either way, your printing costs shouldn't rise at an alarmingly high rate. There are several variables to consider when looking at your total printing costs, including equipment, paper, toner, and other supplies used during the printing process. These costs can escalate quickly if you overuse or do not have control over these printing resources. And who wants to waste money on toner and other supplies that collect dust in a supply closet?

Do you know the aggregate cost of current print-related expenses?

To determine how MPS could benefit your school district, it's important to identify current print-related expenses, including equipment, supplies, contracts, and so on. Sharing the information with an MPS provider can help you collate the necessary information and address areas for improvement. Through an MPS provider's in-depth analysis and assessment of your print environment, you can determine the benefits of a MPS solution for your school district.

Do you track device metrics to identify print-related inefficiencies?

Yes   **No**

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It's impossible to report on trends without collecting and comparing data. If your school system currently fails to track device metrics, you cannot identify inefficiencies or determine a solution to mitigate, ameliorate, or eliminate them. Tracking device metrics provides invaluable insight into your entire print environment. That way you can gain control over page counts, service reports, page coverage, alerts, and more.

Are you burning significant time and resources in your print environment?

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From printing too many extra pages, to using color printing for documents that can be printed in black and white, wasteful printing practices could be costing your school district an inordinate percentage of its annual operating budget. If left unaddressed, print-related issues can easily swell to represent a good portion of all IT help desk tickets. This means that your IT staff is spending a lot more time troubleshooting print issues when they could focus on supporting administrators, faculty, and students to use technology to its greatest educational benefits.

Do you feel confident about your school district's security posture?

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Now more than ever, cybersecurity issues are top-of-mind among school administrators and IT professionals. If your computer systems are connected to the internet, your district's entire network is at risk of a security breach – an experience that has become far too common. Moreover, printers and copiers pose privacy risks when personal information is allowed to languish in a printer tray or unencrypted data resides on the devices' hard drives.

Next steps

If you'd like to learn more about the value and practical benefits of MPS in an educational environment, read the HP eBook, "Help Keep Class in Session with HP MPS."

MPS offers much more than just reducing paper usage and printing supplies. An effective K-12 MPS provider can increase operational efficiency, decrease costs, and fortify endpoint security so that school administrators, teachers, and IT professionals can remain focused on improving student educational outcomes.

To learn more about how MPS can benefit your school district, you can also contact an HP MPS sales specialist. HP MPS offers a comprehensive approach integrating cloud-based services, software, hardware, and supplies for both in-class and learn-from-anywhere educational environments.