

# University of Kansas

## Student Success Technology Services Policy

Policy Name: Conservation Policy

Policy Purpose: The purpose of this policy is to establish a standard for resource conservation via the application of printing defaults and power use and settings on local workstations in order to curb unnecessary waste of valuable resources.

Scope: The scope of this policy includes:

- 1) all computers in use by employees of Student Success,
- 2) all computers in use by employees of Student Success,
- 2) all monitors in use by employees of Student Success and
- 3) all users of Student Success hardware aforementioned.

---

### **General Policy Provisions**

Careful management of University resources has always been a key component of ensuring the continued success of University Departments. To this end, it is the resolution of Student Success Technology Services to implement a conservation policy that will ensure that information technology resources are operating with as little waste as possible.

A computer that has a power policy designed for an always-in-use mentality is between 25% and 50% less efficient in the use of energy than a computer that has been managed carefully with respect to ease of use and efficiency of design. Similarly, a sizable portion of printing resources are wasted due to a lack of management. It is not the intention of this policy to micromanage the use of individuals' work related equipment in a way that makes their continued functionality diminished. Rather, the intention of this policy is to automate the savings of resources within Student Success in a fashion that is conducive to efficiency.

A department and/or end user may implement a more efficient policy on local systems where deemed appropriate, but the following constitutes the base level of conservation expected from all departments in Student Success.

### **Printer Settings**

Printers will be set to default to the following settings, where applicable.

- Duplex Printing
- Black toner only in Color printers
- Reduce the default 1" margins on word documents to .5"

The preceding settings will be default only, and will be set so that they may be changed by the end user as needed.

### **Monitor Standby**

Monitors will be set by a local system power policy to enter Standby mode after 5 minutes of inactivity. While in standby mode, monitors go dark and reduce their power consumption from 35 watts to roughly 1 watt. Monitors can be reactivated from standby mode by moving the mouse or pressing any key.

### **Computer Hibernation**

Computers will be set to enter “Hibernation Mode” after 30 minutes of inactivity, to coincide with the pre-existing password policy system lockout procedures. While in Hibernation mode, computers save the current desktop settings, shut down, and operate on roughly 1 watt of power as compared to 60-250 watts at current conditions. In order to continue using the computer, the user will need to press the power button to wake the computer, and then unlock the computer as usual.

### **Purchasing New Equipment**

- All new equipment is to be purchased with ENERGY STAR compliance.
- All new equipment is to be evaluated with respect to power use and the needs of the end user.
- All new monitors purchased are to be no less efficient than an LCD flat panel display.

### **Energy Use while away from the desk**

- If individuals are stepping away from their workstation for any protracted period of time, they will be expected to put their computer in “Hibernate mode.” In order to do this, they will need to save any work they are doing to network drives, and ensure that any unnecessary software is shut down. They will also be expected to turn off their monitor(s).
- Individuals are asked to close documents on network drives if they are stepping away from their computers and it is feasible to do so. *Failing to close documents from network drives prevents the computer from automatically being able to enter hibernation mode.*
- If the user is stepping away from the desk for a short while, or is in the middle of a task that is too large or involved to be closed at a moments notice, they are expected to lock their workstation and turn off their monitor(s).
- Unless a prior arrangement has been made, it is expected of all Student Success users to shut down both computers and monitors after business hours, while working remotely, and while out of the office for at least eight hours.

### **Compliance with ENERGY STAR Low Carbon IT campaign**

Student Success Technology Services will work in tandem with the Environmental Protection Agency’s ENERGY STAR Low Carbon IT campaign, in a partnership to reduce power consumption in IT environments across the nation.

### **Estimated Impact**

If all aspects of this Power Policy are met throughout Student Success, it is estimated that:

- Student Success will reduce its power consumption by 462,816 kWh annually
- At current electricity costs, this will save \$37,210 in electricity annually
- This amount of electricity constitutes 355.2 tons of CO2 annually, or the emissions of 59.02 cars annually.

### **Exceptions to this Policy**

- Reception desks
- Computer labs
- Student walk-up computers
- Other situations approved by SSTS or VPSS.

## Consequences

Any individual who violates this policy may lose computer or network access privileges and be subject to disciplinary action.

## More Information

More information on how to implement this power policy in your office is located on the Student Success Technology Services website, at:

<http://www.ssts.ku.ed/knowledgebase/conservation.shtml>

---

**Responsible Office:** Student Success Technology Services  
**Approval:** Marlesa Roney, Vice Provost for Student Success  
**Approved:** 01/29/2009  
**Effective:** 02/01/2009  
**Review Cycle:** Annual  
**Last Reviewed:** 02/02/2010