Mission: the goal of the Eco-Friendly Information and Communications Technology (ICT) procedure is for BHS to reduce, reuse and recycle in an ever increasingly efficient manner.

Each point below links to the mission of saving energy and prolonging the life span of electrical equipment.

Acquisition

1. We purchase products that are certified as energy efficient.
2. Monitor size as decided by the ICT Manager.
3. We purchase, where possible, multiple function equipment.
4. We purchase products that have a built-in auto-sleep mode function.
5. The ICT Manager makes active choices for the computers that are purchased and placed into rooms based on their energy needs and role.

Communication

1. BHS is committed to reducing the amount of paper communication made. Email is to be the main method of communication with parents. The school has systems in place to ensure that parents can reply, as required, to paperless communication and provide consent when required. Information about the school will be shared through the school's website and social media platforms.

Internal training:

The e-learning Coordinator will promote and provide the skill base for staff so that they can read, edit and use documents without the need to print. Training will support online homework and online class activities.

Use of Electronic Equipment:

1. Computers in the computer labs, classrooms, and staff rooms are turned off only at the end of the day.
2. All hardware-based power options are configured for energy efficiency.
3. Most ICT devices will have their hibernation time set to 30 minutes.
4. Shared network Multi-Function Printer (MFP) are the norm rather than decentralized personal printers.
5. School computers do not use active screensavers.
6. The data projectors brightness is balanced between clarity and prolonging the lifetime of the lamp. This is normal mode.
7. When printing is unavoidable, select duplex (two-sided) printing, print multiple pages per sheet, decrease print margins and use smaller fonts to save paper.
8. Documents are saved to the shared network areas.
9. Only necessary applications are installed and desktops are locked and managed by the ICT Manager.
10. Maintenance of ICT equipment ensures operating efficiency.
11. ICT equipment is cleaned inside and outside according to the ICT manager's schedule.

Recycling

1. Older ICT devices are used for other functions, for example data backup.
2. Usable parts of old ICT devices are reused.
3. The lifecycle of ICT products is reviewed and purchases are made on lifecycle information.

4. A disposal plan is followed for equipment that is classified as defunct. The company currently used is Manalco.

Staff who have a delegated Eco-Friendly Policy responsibility for BHS:

The ICT Manager
The Bursar

Review Date
April 2021

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