Changes to course packs and student printing credits for 2021/22

staff factsheet

What is changing?

As part of a transition to a Digital Smart LSE, we are making the following changes to reduce our environmental impacts. From the start of Michaelmas Term 2021:

- Digital versions of course packs should be available to students on Moodle.
- Departments are advised to avoid providing printed course packs.
- Departments can no longer provide 'free' printing credits to students. Disability and Wellbeing Service (DWS) printing credits are not affected by this change.

Why are we making this change?

Before the pandemic, LSE printed 12 million pages a year - the equivalent of about 1,200 trees or 546 tonnes of carbon. Over the past year we have all developed our digital skills and reduced our reliance on printing. Digital solutions can help reduce our use of resources as part of LSE's sustainability efforts and prepare our students for a modern workplace which is increasingly digital-first.

Who was consulted?

The Student Experience Sub-Committee formed a working group made of representatives from the Eden Centre, LSE Life, academic departments, and the Sustainability team. As well as using the findings of LSE's sustainability consultation, the group consulted widely in formulating its recommendations including departmental managers and LSESU sabbatical officers. The changes were then approved by the School Management Committee (SMC) in May 2021.

How do we stop issuing 'free' printing credits?

Data and Technology Services will no longer accept requests for generating 'free' printing credits, except from the Disability and Wellbeing Service. Departments will retain any budget previously spent on 'free' credits.

How do we provide course packs digitally?

- Online reading lists display the print and online availability of reading list materials (see the ReadingLists@LSE guide).

- Reading list materials which aren't available digitally can be requested to scan from physical books by the Library, depending on availability, copyright and publisher permissions (see the ReadingLists@LSE guide).
- Departments are encouraged to promote a digital-first approach, as part of our transition to a Digital Smart LSE to reduce printing.
- As well as making all course packs available to students digitally on Moodle, departments are asked to promote digital-only course packs and avoid providing printed course packs.

How do I communicate this change to students?

- Departments are encouraged to promote and role model the adoption of digital solutions as part of a transition to a Digital Smart LSE.
- The student factsheet answers further commonly asked questions and may be helpful for staff who deal with student enquiries.
- Departments who did provide 'free' printing credits could consider targeted communications to year 2 and 3 students, using the student factsheet.

Other considerations

Digital divide

- Equity needs to be considered in the move to digital solutions. Students facing financial need with the associated costs of purchasing e-devices may be eligible for the LSE Digital Support Fund.
- Departments should avoid purchasing e-devices for students. The student factsheet points to tech purchases student discounts.

Digital skills

- LSE's Digital Skills Lab offers training on a range of software solutions for both staff and students.
- LSE LIFE is developing digital literacy skills resources for students.

E-devices sustainability

- E-devices' main environmental impact being their manufacture, the need for new devices should be carefully assessed before purchase. Most e-devices have a reasonable useful life when used appropriately.
- Students can recycle electronic waste at LSE Careers on 5th floor of the Saw See Hock student centre. For LSE devices recycling, arrange a collection from LSE's porters.

Further queries?

- **Academic queries** - Contact your Eden Centre Academic development or learning technology adviser - full list here.
- **Disability and Wellbeing Service** printing credits arranged on an individual basis are not affected. For queries contact the DWS team
- **Any other queries** contact the Sustainability team