

Opportunity 4: IT Equipment Switch-Off

Following an out of hours audit the next step is to label IT equipment to identify items that everyone can turn off when possible.

1. Working with pupils in your team, identify all IT equipment in all areas of the school.

Using the template on below, make a list of each item and numbers of each, in each room of the school. Make a note if you feel the item is being left on unnecessarily.

2. Place a coloured sticker on each item as follows:

- Green for equipment which should be switched off when not in use (for example, televisions, computers, laptops, projectors and interactive whiteboards.)
- Orange for equipment which should be switched off after checking that no-one is using it (for example, the teacher's computer).



- Red Do not touch. For equipment which should not be switched off (for example, a freezer during term time or the main server).

3. Once the stickers have been placed on all the plugs and switches of IT equipment inform the whole school of your findings and what you have done emphasising what the different coloured stickers/shapes mean and that anything with a red sticker must NOT be turned off, anything with an orange sticker can be turned off if appropriate but anything with a green sticker can be turned off if no-one is using it.

Tell them that they are allowed to turn items off if they follow this procedure and are sensible.

Most people are shocked to discover how much electrical equipment the school owns and how much is being left on consuming energy unnecessarily.

4. In addition consider:

- Purchasing a timer plug for laptop trolleys to ensure they're not left on unnecessarily. The timer can be set to recharge the laptops for the required number of hours at the end of the day so they are ready for use in the morning. Continuous charging wastes energy and money, shortens the life of the laptop batteries and is a FIRE RISK.
- Allowing a computer network manager to switch off all machines remotely after an agreed time in the evening. This will ensure that all computers are switched off.

