

P3600 USE OF TELEPHONES

BOARD POLICY:

The district shall establish procedures which will ensure that telephones are used in a professional manner. Building principals shall be responsible for implementing the necessary procedures.

Administrative Implemental Procedures:

1. Service requests
 - a. Requests for additional service, repair, or contemplated changes of telephones shall be directed to the HELP Desk (Extension 4357)-
2. Directory Assistance Calls (411)
 - a. Directory Assistance calls are not allowed.
 - b. Directory Assistance is available online or by use of local telephone books. Staff and others shall not dial 411 or use Directory Assistance on district phones.
3. Long distance telephone calls
 - a. Requests for long distance authorization numbers shall be approved in writing by the appropriate supervisor or building principal. Forms are available through Information Services and Technology on the portal.
 - b. The use of 5-digit dialing codes to direct calls to long distance providers are prohibited.
 - c. Billing procedures:
 - (1) All school business related long distance telephone calls shall be paid from the appropriate accounts.
 - (2) All school activity related long distance telephone calls shall be paid from the Activity Fund.
 - (3) All personal long distance telephone calls shall be paid by the individual placing the call. Reimbursement to the district is to be made at your location.
4. Acceptable Use Policy applies to phones. This includes actions such as bullying and solicitation addressed by the Acceptable Use Policy.

Administrative Responsibility: Information Services and Technology

Latest Revision Date: January 2013

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