USE OF DISTRICT TELEPHONE LINES

The district telephone system, which includes but is not limited to telephones, faxes, and other equipment, is intended to be used to carry out district-related business. All long-distance calls made on the SCAN lines are to be entered on to the log-provided by the district, reviewed and approved for payment by the building principal and/or appropriate administrator. Building principals and/or appropriate administrators are responsible for monitoring the use of district telephone lines and equipment, and reviewing all monthly billings for unauthorized charges.

Emergency situations may arise when personal calls must be made. These calls are to be made on a limited basis only. All personal long-distance calls should be charged to a private calling card. However, circumstances may arise when it is not possible to charge these calls to the employee’s private calling card. In such cases, all personal long-distance calls must be reimbursed, including tax, to the district Finance office in a timely manner. The building principal and/or appropriate administrator and individual user shall review and sign monthly statements for long distance calls.

Cross References:  Board Policy  5010 Employee Conduct Rules
Policy  5251 Conflicts of Interest
Policy  6973 Acceptable Use Policy for Digital Resources

Regulation  6250.1R Use of District-Owned Equipment and Materials
Regulation  6250.3R Wireless Communication

Approved 3/19/02