

## Personnel

**SUBJECT: TELECOMMUNICATIONS EQUIPMENT/USE BY STAFF**

Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned material or equipment may be used by District employees for school-related purposes only. Private and/or personal use of school-owned materials or equipment is strictly prohibited except in cases of emergency.

The District provides a variety of communication equipment for the purpose of conducting its business including FAX machines, cellular telephones, telephones, modems, etc. The District recognizes that from time to time employees may have a need to use, in relation to their work responsibilities, such telephones and other telecommunications equipment during work hours. Such use of District equipment is permitted so long as, in the judgment of the District, it is for school-related purposes only.

**Telephones, FAX Machines, Modems**

Employees are discouraged from using District telecommunications equipment for the purpose of making personal long distance calls or contacts during school hours. Staff will be provided access to a school telephone in cases of emergency; however, generally, all personal long distance telephone calls made during school hours must either be charged to the employee's home telephone or made at a pay telephone. All telephone use for personal purposes which result in a cost to the District, except in cases of an emergency, must be reimbursed. Employees are encouraged to use personal telephone credit cards or a pay telephone for the purpose of making such calls. In those instances where this is not possible, he/she must log all telephone calls and file the log with the Business Office within 24-hours of making the call. The Business Office will bill the employee.

**Penalties**

A violation of this policy may result in discipline, including discharge, in accordance with applicable law and collective bargaining agreements.

Adopted: 2/13/01

Reviewed: 1/22/07-no changes