

TELEPHONE SERVICES

District telephones are provided for official school use; however, in order to permit staff members to make necessary personal calls at a minimum inconvenience and loss of time, certain telephones may be used for personal calls. The staff members making such calls will be expected to pay any long distance, toll charges or overages on personal calls. The use of directory assistance is prohibited by all staff members.

Students are not to use the school office telephone(s), without prior approval of a District employee, except in cases of emergency.

Cellular telephones/Mobile voice/Data devices may be provided to certain staff members who have:

1. administrative or supervisory authority
2. supervision of students during athletic and other extracurricular activities
3. maintenance or lead custodial duties
4. transportation supervisory duties
5. technology duties
6. others as deemed necessary by the Superintendent or his/her designee.

The Board of Education authorizes the Superintendent or his/her designee to develop administrative guidelines regarding the proper handling of, use, appropriate plans, and charges associated with cellular phone services.

[Adoption date: September 25, 1995; Revised: March 17, 2011]

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