

TELEPHONE SERVICES

District telephones are provided for official school work. In order to permit staff members to make necessary personal calls with minimum loss of time, certain telephones may be used for personal calls. Staff members making personal calls are responsible for and shall pay any long distance and/or toll charges.

All long distance telephone calls will be logged by the person making the call and checked against the bill.

Students are not to use the school office telephones, except in cases of an emergency. Use of pay telephones by students while classes are in session is subject to the approval of authorized school personnel.

Cellular telephones may be provided to certain staff members who have:

1. administrative authority;
2. supervision of students during field trips or
3. supervision of students during athletic and other extracurricular activities, practices or events that meet away from District buildings.

The Board authorizes the Superintendent or his/her designee to develop administrative guidelines for the proper handling of use and charges of cell phones.

Current practice codified 1980

Adopted: date of manual adoption

Revised: June 20, 1990

Revised: October 16, 2002

LEGAL REFS.: ORC 3313.20
OAC 3301-35-06

CROSS REFS.: JFCK, Use of Electronic Communications Equipment by Students
Student Handbooks
Staff Handbooks