

Administrative Regulation

Telephones, Cell Phones or Other Communication Devices, Provisions for and Use of

Telephones

The Board of Education will provide telephone service as required and according to available funds.

Employees shall not use district telephones to make long distance personal calls. If such a call is necessary, it shall be charged to the employee's home phone or credit card.

Employees shall limit local personal calls to those which are reasonable and necessary.

Students shall be encouraged to make minimal home calls.

Cell Phones and Other Communication Devices

The Board of Education may provide cell phones and other communication devices to employees for work-related use. This regulation includes pagers and PDAs (personal digital assistants).

Cell phone use is prohibited while operating a district vehicle or for conducting school business while operating any vehicle. Employees are not required or expected to use a cell phone while driving. Employees may park their vehicle to use a cell phone to conduct school business.

Personal cell phone use is prohibited while operating a district vehicle or school bus.

Ref: EC Sections 35014, 35161

Approved: May 5, 1971

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