
AURORA PUBLIC SCHOOLS
Adopted October 1994
Revised September 2007
Reviewed May 2016

APS Code: EGAF

TELEPHONE SERVICE
Telephones, Cellular Phones, Fax Machines

The district encourages employees to use technology in communication. Employees are asked to make personal calls during break and lunch time and to use discretion in placing and receiving personal calls. Site managers are responsible for establishing such guidelines as may be appropriate to ensure reasonable availability of telephones for emergency and school business calling. Public telephones are provided to students for calls other than school business. The use of district telephones or fax machines for non-school business toll calls is prohibited. Cellular airtime and long distance charges that are not school business related are the responsibility of the individual making the calls.

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Cellular telephones and similar personal communication devices may be purchased with district funds and issued to employees when the site budget authority determines sufficient need exists. Sufficient need exists when an employee is away from an assigned work station and fixed phone for extended periods on district business; when inadequate fixed phone service exists; where rapid emergency contact or response is needed; or where other unique communication needs exist.

A. New Cellular Phone Orders

All new cellular phone orders must be processed through the District Information Technology (IT) Department. IT will help with equipment selection, pricing and delivery. Employees are not to contact a cell phone supplier, and only district-approved suppliers will be used for district-funded cell phone operations.

B. Cellular Phone Transfers

When transferring a cellular phone from one employee to another, contact the District IT Department.

C. Lost/Stolen or Replacement Cellular Phones

Lost, stolen, or replacement district-owned cellular phones must be reported immediately to IT. Replacement phones must be coordinated through IT. Employees are not to contact the supplier directly for replacement phones.

D. Personal Use of District Devices

District-owned equipment, including cellular phones, is the property of the School District and is to be used by employees primarily for the business purposes of the District. Occasional personal use may be acceptable when it does not interfere with the employee's fulfillment of her/his duties or the duties of her/his co-workers. The privilege

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of occasional use for personal matters may be withdrawn by a supervisor when it is abused or where it interferes with the work of any employee.

The district will not be responsible for personally owned phones lost, stolen or damaged under any conditions, and will not reimburse users for work-related calls made on personal phones.

The use of district devices outside the U.S. incurs additional charges. Therefore, the use of district devices internationally is prohibited without the approval of the appropriate supervisor and prior notification to the IT department. The primary purpose of issuing and using district cellular telephones is for school business. Failure to comply with the guidelines set forth in this regulation and policy will result in cellular phone privileges being revoked.