

Policy

TELEPHONES

School telephones are to be used for school business only. They are not to be used for personal calls, except in cases of emergency.

In the interest of economy, it is desirable to plan school business in such a way that all calls can be kept to a minimum. Wherever possible, letters, rather than long distance telephone calls, should be used.

A record of all toll calls shall be kept so that we may have an accurate accounting when it becomes necessary to check the monthly bill.

Except in an emergency, neither teachers nor students will be called to the telephone during class time. Messages will be delivered at a later time.

Other regulations and procedures may be desired and would be administered through each building principal.

Adopted: 1994
NJSBA Review/Update: November 2008
Readopted: March 2009

Key Words

Communication Device, Electronic, Equipment

Policy Cross References: *3514 Equipment
 *3570 District records and reports
 4118.2/4218.2 Freedom of speech (staff)
 *6142.10 Technology

*Indicates policy is included in the Critical Policy Reference Manual.