

## **PROCEDURE WSD312**

### **WINOOSKI SCHOOL DISTRICT**

#### **TELEPHONES/CELL PHONES**

1. Telephone locations will be determined by the Superintendent of Schools in consultation with the other administrators.
2. All telephones shall have long distance services for business purposes through the use of special codes. All long distance calls shall be tracked by code number.
3. Personal calls are discouraged. However, this policy recognizes that there are occasions such calls are necessary. In these cases, individuals making personal calls are responsible for the charges.
4. Each employee with long distance services will be responsible for verifying the monthly long distance charges. All discrepancies shall be immediately brought to the attention of the Superintendent.
5. Abuse of telephone services may result in curtailment of such services by the Superintendent to best protect the interest of the district.
6. Each building principal shall develop and implement building procedures regulating student use of cell phones during school hours. These regulations shall be printed in the student/parent handbook.

Reviewed and Updated: August 16, 2004