

## **Sparta Area School District**

### Article 314 - Telephones

The Sparta Area School District provides employees with access to and use of a variety of resources to allow them to be more efficient, productive and to carry out their responsibilities as a district employee. Employees are expected and required to use these resources in a manner consistent with their positions and work responsibilities with the district.

District telephones are provided to employees for school-related business. Personal calls using district phones and use of personal cell phones should be limited to duty-free time. The district should not be charged for any personal long distance calls.

Staff that are provided with voice mail accounts have a responsibility to maintain this communication tool, checking and answering messages on a daily basis.

Students requesting permission to use district phones should be referred to the office.

Inappropriate use of the district's technology resources may result in discipline according to the employee's negotiated agreement and/or Board Policy.

Legal Reference:

Cross Reference:     Article 520 – Possession and Use of Cell Phones and Electronic Paging Devices

Approved:

Revised:               February 28, 2006