



THE NEWARK PUBLIC SCHOOLS Newark, New Jersey POLICY



FILE CODE: 3515.1

PERSONAL USE OF SCHOOL DISTRICT TELEPHONES, FAX MACHINES AND USE OF PERSONAL CELLULAR PHONES

Newark Public School District expenditures for telephones are substantial and rates are to increase even higher in the future. Prudent use of the telephones and fax machines is important in the effort to contain costs. In order to reduce the District's expenditures for telephones, a link to the Verizon Super pages has been installed on district computers. Rather than dialing 411, District employees should utilize the Verizon Super pages link to obtain telephone numbers and other listing information. District telephones and fax machines should be used for official business purposes only. In emergencies, it is permissible for an employee to make personal calls as long as the charges are reimbursed to the District by the employee. Employees are required to keep logs of all personal calls made so that there will be an accurate record that can be compared to the district's monthly bills. Misuse of District telephones and /or fax machines is cause for disciplinary action. Access to 700 and 900 numbers are blocked on all district telephone lines. Employees are prohibited from accepting collect calls.

Only authorized personnel from the Information Services Department are able to add or delete telephone and fax lines.

CELLULAR TELEPHONES

The Newark Public Schools will provide cellular telephones to select groups of employees or personnel whose affiliation with the District require them to be available outside of regular business hours. This group will include staff whose responsibilities include emergency response, field assignments, and are considered operational. Advisory board members and Leadership Team are considered members of this group.

The District will provide the telephones and the service. The person assigned the telephone will be responsible to monitor the usage. The District will pay only those charges incurred in the course of performance of duties and those that are within the minimum service agreement. It is expected that these charges will not exceed the basic service charges associated with the telephone.

The use of District owned cellular phone equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations. Fire Marshals that are issued District cellular phones are permitted to use them monthly as long as the usage does not exceed the basic service plan assigned to them. The appropriate supervisor must pre-approve any and all calls outside of the local area. If the telephone is lost or monthly charges exceed the basic minimum without supervisory approval, all costs will be incurred by the employee or assigned personnel.

When a telephone is required, the appropriate department must prepare a Cellular Phone Justification Form. Upon approval, the Department must establish the funding in the appropriate communication/purchased service account for the service. The supply account can only be used to purchase a telephone. Monthly service will be handled through the other purchased service account. Each department must budget for these services during the budget development period. This will ensure that there is adequate funding to cover all services.

When the request for service is initiated, the requesting department will be the contact for the activation of service with the Purchasing Department. Each individual department will receive its monthly billing.

PERSONAL USE OF SCHOOL DISTRICT TELEPHONES,
FAX MACHINES AND USE OF PERSONAL CELLULAR PHONES (continued)

Supervisory staff must review each monthly bill to ensure compliance with the District's policy. Supervisory staff must take immediate corrective action if noncompliance is detected.

Cellular phones or cellular providers offer a host of additional functions and/or services, including text messaging, applications (phone apps), information (411), and digital photography. It is not possible to list all of the services that are now or may become available. Whether enumerated or not, employees are strictly prohibited from using these features, unless prior approval is obtained.

Upon separation from the District, the employee is required to return all District issued cellular phones.

USE OF PERSONAL CELLULAR PHONES WHILE AT WORK

The use of a personal cellular phone while at work will interfere with the staff member's completion of his/her assigned duties and will further serve as a distraction to the user and other individuals in our schools and offices. This policy is meant to ensure that personal cellular phone use while at work is both safe and does not disrupt the Newark Public Schools' instructional environment and/or operations.

Unless otherwise authorized, all District staff may only use personal cellular phones during their own time (break, lunch period, etc.) or for emergency. To the extent authorized, or as the circumstances may warrant, cellular phone use should be limited to making telephone calls. Employees are required to turn off and store personal cellular phones during meetings and while teaching or performing district business so the ringing will not create a distraction and/or disruption.

Violation of this policy will subject an employee to appropriate disciplinary action.

Adopted by State District Superintendent:	February 28, 2006
NJSBA Review/Update:	November 2010
Readopted by State District Superintendent:	August 27, 2013

Key Words

Telephones, Fax Machines, Cellular Phones, Communication Device, Electronic, Equipment, Electronic Portable Communication Devices

Possible

<u>Cross References:</u>		
*3516		Safety
*4119.22		Conduct and dress
*4147		Employee safety
*5131		Conduct/discipline
*5131.5		Vandalism/violence
*5131.6		Drugs, alcohol, tobacco (substance abuse)
*5131.7		Weapons and dangerous instruments
*5142		Pupil safety
*6114		Emergencies and disaster preparedness

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