

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>USE OF DISTRICT TELEPHONE AND VOICE MAIL SYSTEMS</p>	<p>REGULATION NUMBER: 2940-1</p> <p>DATE OF ISSUE: 08/22/03</p> <hr/> <p>REVISIONS:</p> <hr/> <p>PREPARING OFFICE: INFORMATION SERVICES</p>
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I. PURPOSE:

To establish guidelines for using District provided telephone and voice mail systems.

II. PERSONNEL AFFECTED:

All Topeka Public Schools, Unified School District 501 employees, students, school board members, and persons requesting use of the District’s telephone and/or voice mail system.

III. BACKGROUND:

The District recognizes that a key element in providing education services to children is providing a means of communication and interaction between parents, teachers and staff members. One of the avenues available to increase this communication is the use of telephone and voice mail. All District schools are provided with telephone service to improve this communication process. In many of the schools, the District has implemented telephones in every classroom and voice mail systems to augment and assist parent/teacher communications.

IV. DEFINITIONS:

The term “telephone system,” as used in this regulation, means and includes all District provided telephones and voice mail messaging systems available to teachers, staff, students, and patrons.

V. PROCEDURES:

A. Authorization

The following persons are authorized to use the District telephone system:

1. All District employees and school board members.
2. Students and patrons with appropriate authorization and proper supervision by a District employee.

B. Telephone System Use

USE OF DISTRICT TELEPHONE AND VOICE MAIL SYSTEMS (continued)

Staff member use of the District telephone system is intended to augment student learning and improve communications between staff, parents, and other staff members. Access to the District's telephone system is a privilege, not a right. All users must adhere to the District's guidelines. The District telephone system is not to be used for personal business calls, except on an infrequent or emergency basis. Reasonable use and professional judgment must be used.

C. Communications Not Private

District staff provided with voice mail accounts shall have no expectation of privacy in communications using the voice mail system. The District may, from time to time, as authorized by law and approved by the superintendent, intercept stored voice mail messages. These messages will only be accessed when there is legitimate purpose to do so. Legitimate purposes include, but are not limited to, reasonable grounds to suspect that such a search will produce evidence of misconduct or that the search is needed for work-related, non-investigatory purposes. In such cases, the District shall limit the scope of the review to one that is reasonably related to the objectives of the review.

D. Prohibitions

The following uses of the District telephone system are prohibited:

1. Use of the telephone system to access pornographic material, hate crime material, or material that is restricted elsewhere in Board of Education policy.
2. Use of the telephone system for commercial and for profit purposes (except those activities sanctioned by the District.)
3. Use of the District telephone system to call area code 900 numbers, or their equivalent.
4. Use of the District telephone system or other telephones which disrupts or distracts from instruction or supervision of students.

VI. GUIDELINES

Students or employees of the District who violate the above prohibitions or the following guidelines may be denied future telephone or voice mail privileges and may be subject to other disciplinary action.

1. Telephones will be operational from the classroom at any time. However, outgoing calls that disrupt or distract from instruction or supervision of students are not to be made. Incoming calls to classrooms will be directed to voice mail from the beginning of classes in the morning to the end of classes at the end of the day.

USE OF DISTRICT TELEPHONE AND VOICE MAIL SYSTEMS (continued)

2. District telephones that may be operated for incoming and outgoing telephone calls at any time during the class day will be designated by the building principal and the location made known to all employees.
3. Toll long distance telephone calls can only be completed from authorized telephones. Personal toll calls are discouraged. The District will be reimbursed for personal toll calls.
4. Persons having voice mail accounts provided by the District must check their voice mail at least twice each working day, soon after arrival at their building and again before departing.
5. Staff members are responsible for maintaining their voice mailbox, this includes deleting old messages and updating their greeting.
6. Personal greetings on the individual's voice mailbox must be recorded in the person's own voice. The greeting must be appropriate to the business of education and contain no language or terminology that is inappropriate in the classroom or prohibited by District policy or regulation. The following is a sample of an appropriate greeting:

“You have reached the voice mail for (employee's name or position) at (name of building). Please leave a message at the tone or press zero to speak to the (secretary or receptionist). Thank you.”

Other greetings for unusual circumstances such as vacations, out of office, or to provide other information are acceptable.
7. Responses to voice messages from parents will receive priority attention and will be responded to no later than the end of the following school day.
8. Approval for unplugging, relocating, and/or adding any third party equipment to the telephone system or an individual handset must receive prior approval of the building principal and will be installed only by the District technology staff or their representatives.