

## CHAPTER 6.00 – HUMAN RESOURCES

### TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS, AND FACSIMILES

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District communication equipment shall be used for designated purposes and shall not be used for personal or nonschool purposes.

- I. An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile and such action shall be reported to the Superintendent at the discretion of the site administrator.
- II. All long distance telephone calls, facsimiles, or other electronic transmissions that relate to extracurricular activities of the school, including athletics, shall be paid from the school's internal funds collected for the specific activity.
- III. Prior authorization for all long distance calls and facsimiles shall be given by the principal or site administrator.
- IV. Employee use of District cell telephones shall be to the extent possible, limited to business use only. The District shall be reimbursed for any personal calls made by the employee. Procedures for implementing this provision shall be developed.
- V. The expenditure of public funds for cellular phones or service, personal digital assistants (PDAs), or other mobile wireless communication devices or service shall be consistent with the provisions of Florida Statutes.
- VI. Any long distance telephone calls made by a School Board member and charged to the District office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.
- VII. The Accounts Payable Department shall review telephone and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.
- VIII. The use of a cellular telephone by any school bus operator while actively driving the bus is prohibited.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1011.09, 1012.22, F.S.

**HISTORY:** **ADOPTED: 07/01/2002**  
**REVISION DATE(S): 03/02/2004; 11/17/2009; 12/14/2010**  
**FORMERLY: NEW**