



Regina Roman Catholic Separate School Division # 81

Facilities 6500 <hr/> Voice Communication Use	Administrative Application	
	Effective:	January 27, 2015
	References:	ER-1 Treatment of Students and Parents/Guardians ER-4 Financial Condition and Activities
	Status:	Operational

Preamble

The telecommunication system is made up of landline and wireless (cellular) communication devices. The type and use of this technology is constantly changing to meet the needs of the end users. It is the intent of these changes to update and streamline communication between users of this technology.

Application

1. Introduction

Voice communication services are provided to the schools through a contract with a service provider. These services include landline and cellular phone network connection, hardware, and peripherals.

Services are provided through a negotiated contract and school division users must adhere to the contract terms, conditions, and specification. Each piece of equipment is provided for the use of the department and is allocated to the position or school, not the individual.

2. Service and Equipment Allocation

Allocations for landline and wireless phone connections and hardware are determined by the school administration and based on a combination of criteria.

If equipment or services additional to the allocation are requested, the request will be forwarded to their supervising superintendent for review. Each request will be reviewed on its own circumstance, and a decision made accordingly.

3. Budgeting

School/department budgets were adjusted to include all communication services they receive. This amount is based solely on the allocation outlined in (2) above. If additional equipment or services is approved this amount be increased.

The cost of long distance communication will be the responsibility of each school/department/individual. Once the principal or supervisor in charge has verified the long distance use, the account will be reimbursed. No additional landline or wireless equipment or service may be purchased without prior approval of school administration as outlined in (2) above.

4. Behaviour

Staffs are expected to use the telecommunications systems for conducting school business, providing security for out of school excursions or increasing accessibility as required.



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In the case of cellular communication, staffs are expected to use the equipment in a safe and orderly manner. When operating a vehicle, you are required to pull over when safe and/or use a hands-free device. Proper etiquette in public places should be observed as confidentiality cannot be guaranteed.

5. **Employee Responsibility**

The use of telecommunication network (landline and wireless) is a privilege, not a right. Inappropriate use may result in cancellation of privileges. Employees who are granted access must remember that they represent the school division and as such, must respect the rights of others, protect the integrity of the equipment, and observe all relevant laws, regulations, and contracts.

6. **Allocation Criteria**

- a. Cellular phone allocation is to be done on the basis of need, appreciating the job function of most staff is to be at the school or in the classroom. Minimum allocation shall be:
 - i. Elementary school allocation – one cell phone per school
 - ii. High school allocation – 2 cells phones per school
 - iii. Senior Administration – one cell phone
 - iv. Non school-based administration staff, including coordinators, consultants, technology staff, etc. – allocation is based on review of critical job function as determined by supervising superintendent.

Where the school has a special program or personnel, the assignment of another phone may be approved, based on need according to critical job function of the position i.e. Community School Coordinator, etc. The process for additional cell phone services will follow the procedure outlined in the Service and Equipment Allocation section.

- b. The features assigned to a telephone should be determined after the superintendents have undertaken a critical function to determine the features that are critical to the role of the person to whom the telephone is assigned. If it is not critical, it is not assigned.