

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.41 - Telephone Calls, Electronic Communications and Facsimiles

POLICY

District communication equipment shall be used for designated purposes and shall not be used for personal or non- school purposes.

- (1) 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. Such action shall be reported to the Superintendent at the principal's or District's discretion.
- (2) The principal or District department head shall review telephone and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.
- (3) Every employee shall comply with the guidelines as stated in the Acceptable Use of Telecommunications and Networks Terms and Conditions for the School Board of Levy County.
- (4) Procedures for implementing a cell phone policy shall be developed by the Superintendent.
- (5) Employees conducting School Board business using their personal wireless communication equipment shall have no expectation of privacy as it relates to School Board records. Voicemail messages, texts, and cell phone records created in the course of conducting School Board business may be considered public record and be subject to public review based on the Florida statutes.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1001.42 (10), F.S.

HISTORY:

Adopted:	06/17/97
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