

PERSONAL USE OF DISTRICT EQUIPMENT/FACILITIES

TELEPHONES

District telephones are not to be used for personal calls except for a bona fide emergency.

Staff members may use the telephones to make brief, local (nontoll) calls provided such calls are made during free time and are not for conducting a private business. Except in emergencies, local calls should be limited to two (2) to three (3) minutes.

Any employee making a personal long distance call will be invoiced with payment due to the Mentor Exempted Village School District.

COPY MACHINES

District copiers may not be used for nonschool purposes.

FAX MACHINES

District fax machines may not be used for nonschool purposes.

COMPUTERS

District computers and printers may not be used for personal reasons.

FACILITIES/EQUIPMENT/SUPPLIES

Staff members may only use District facilities, equipment or supplies for personal reasons as set forth in this and other Board policies.