

Land Line Phones and Cellphones

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs. Personal use of LCS telephones for long distance is not permitted. Cell phones can make it difficult for parents, students, and visitors to discern whether the staff member is working on personal or professional matters. Employees should use their break or lunch period for personal phone calls. The teacher's lounge can be used for personal telephone calls. Staff will never use their own personal phones to conduct school business. All professional communication must be made with school phones or email accounts, and not on staff members' personal phones.

LCS Policy Adopted August 9, 2012

Revised Policy Adopted August 21, 2017