



Policy: 5.33

SUBJECT: OFFICE SERVICES

Supersedes: 5.35
Effective: March 12, 2009
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Approved by: Board of Education

1.0 Policy

Printing, duplicating, mail, telephone, and other clerical services provided in District facilities are for official District business only. They are not to be used by individuals for personal purposes.

1.1 TELEPHONE USE

Schools and offices will limit personal phone calls by employees to emergency calls. A charge may be established by the General Superintendent/designee for each call made. No toll, inter-zone, or long distance calls will be made by employees on DPS telephones without the approval of the principal or other appropriate building administrator.

1.2 MAIL USE

District mail service shall be used for school purposes only. No personal communications will be sent through it. Only official school or District mail will be metered and sent by U.S. mail. Certain collective bargaining agreements permit limited use of District mail service, and those agreements should be consulted.

1.3 DISCIPLINARY ACTION

Employees disregarding these restrictions and using District property, supplies, materials, equipment, or services for non-school related purposes will be subject to disciplinary action, up to and including termination.

In addition to the foregoing, the General Superintendent/designee may develop other regulations or procedures for issues pertaining to the use of printing, duplicating, mail, telephone and clerical services, which effectuate the provisions of this policy as well as federal, state, and/or local laws and regulations.

Attachments to Policy: **None**

See also: **None**

Legal References: **None**

Labor Contract References: **None**