COLLEGE TELEPHONE SYSTEM

PURPOSE

To establish policies and procedures for the use of the college's telephone systems by faculty, staff and students.

POLICY

1. It is the policy of Sherman College to provide and/or contract for the communications services and equipment necessary to promote the efficient conduct of college business. Supervisors are responsible for instructing employees on proper use of the college's communications services and equipment for both internal and external business communications.

   All college communications services and equipment are the sole property of the college. Accordingly, the college may access and monitor employee communications and files as it deems appropriate.

2. Use of college communications services and equipment for personal purposes should be kept to a minimum in both frequency and duration. When personal use is unavoidable, employees must properly log any such calls and reimburse the college for any charges incurred. Incoming personal calls should be discouraged and must never be placed on the toll-free line.

3. All requests for telephone repairs, additional lines, relocation, etc., should be forwarded to the director of information technology.

4. College employees and/or members of the student body who violate this policy shall be required to reimburse the college for any costs incurred because of such misuse and shall be subject to disciplinary action, up to and including dismissal from the college.

Also see:

Policy 3060 – Electronic Media