

## **MAIL AND TELEPHONE**

### **Background**

Staff use of school mail and telephone service for personal purposes is not normally permitted.

### **Procedures**

1. The telephones installed in schools are not intended for personal use; however, limited use of this nature is permitted in the case of local calls by staff members.
  - 1.1 Personal long distance calls are not permitted except in cases of emergency.
  - 1.2 If it is necessary to use a school phone for personal long distance calls (or A.T.A. and other related business), arrangements must be made in advance with the Principal for reimbursement of the long distance charges.
2. Staff members shall not use the school post office box for receipt of personal mail.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 52, 53, 68, 197, 222 Education Act  
Employment Standards Code  
Labour Relations Code