



Directive on Use of Telephones, Fax Machines, Photocopiers and other Communication Devices

Department responsible: Material Resources Services	Approved by: _____
	Director-General
Effective date: January 1 st 2003	Amended on: October 7, 2005 and April 12, 2011
Reference:	

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to the use of telephones, fax machines and photocopiers in schools, adult education centers, administrative center and in any other of the Board's premises.

2. General principles

- 2.1 Use of telecommunication systems constitute a significant expense for the Board and therefore should be kept to a minimum.
- 2.2 [in watt lines](#) User fees for In Watt lines are as costly as regular long distance rates. These lines shall be used only by Commissioners, employees and Board representatives who are calling the Administrative Center from a telephone located outside the Board premises.
- A person calling the Administrative Center from a school or any other Board premises shall not use In Watt lines.
- 2.3 [collect calls](#) Collect calls to any of the School Board premises are prohibited. Any request in this respect must be turned down.
- 2.4 [other services](#) Telephone lines cannot be used to access other services which will incur charges such as directory assistance, *69 and other services of the same nature.
- 2.5 [personal use of fax](#) Employees are authorized to use the fax for personal business with the approval of their immediate supervisor. A calling card shall be used if the call is long distance.

- 2.6 [non-Kativik representative](#) People other than employees or Board representatives are not permitted to make long distance calls nor receive In-Watt calls without prior approval from a Centre Director, Principal or Director of a Department.

3. Cellular phones

- 3.1 [attribution](#) The Director General decides if the activities of a manager warrant the use of a cellular phone paid by the Board based on the following criteria:

when the manager is:

- a) often away from the office;
- b) responsible for activities often requiring immediate actions;
- c) a key person in the emergency intervention plan (safety, etc.)

- 3.2 [contract and plan](#) When the need for a cellular phone is recognized, the User shall directly subscribe to a contract, in accordance with the conditions set below. The Board will no longer directly subscribe any contract. Employees who still benefit from a contract that was directly subscribed by the Board, shall at its expiration subscribe their own contract.

Board's property

a) for contracts that were subscribed by the Board, the following conditions still apply:

- i. the phone remains the property of the Board;
- ii. the User must pay personally for any upgrade except for voice mail and call display, unless specific business needs require it;
- iii. the basic monthly allotted time is 150 minutes unless the activities of the User require a higher number of minutes;
- iv. personal calls are permitted as long as they do not go over the allotted monthly minutes or cost extra fees to the Board. However, in cases where additional monthly charges are incurred because the allotted minutes have been exceeded, the user must review the bill to isolate all personal calls made during the month and submit the bill with a justification to Finances to determine which, if any, calls the user will be responsible for paying;
- v. the user is responsible for the safekeeping and care of their cellular phones;
- vi. when the User leaves the Board or no longer has a need for a cellular phone, he must return the equipment to Material Resources Department.

user's property

b) for contracts subscribed by Users, the Board will reimburse the following costs, upon presentation of the invoice:

- i. purchasing of the phone, up to a maximum of \$100 every three (3) years;
- ii. the monthly contract of the provider chosen by the User up to a maximum of 60\$ per month excluding taxes. However, the Transport Manager is not subject to this limit;
- iii. long distance related to businesses.

In this case, the User remains the owner of the phone and of the contract and will therefore keep them at the end of his employment.

- 3.3 [other employees](#) Other staff members, who make business calls with their personal cellular phones are reimbursed for the cost of the calls as follows:
- a) Calls made or received that are credited to an employee's calling plan allotted minutes will be reimbursed at a flat rate of .25 cents per minute regardless of the service plan's normal air time rate;
 - b) Calls made or received that are not included in an employee's calling plan allotted minutes will be paid at the billable rate;
 - c) Employees must provide a detailed copy of their bill to Finance with the purpose of the call written next to the telephone number and the telephone number highlighted. The supervisor must approve the expense.

the Director General may approve the reimbursement of cellular phone expenses to an employee who is not a manager subject to the same conditions as established in section 3.1

4. Schools and Nunavik facilities

- 4.1 [installation](#) Only Equipment Services may authorize the installation or cancellation of a telephone charged to the Board.
- 4.2 [responsibility](#) The Centre Director of each school is responsible for the control of the use of all KSB telephones, fax machines and photocopiers in the school. Permission is required for use of phones and faxes for matters other than KSB business and for use outside school hours.
- 4.3 [Inappropriate use of equipment](#) The inappropriate use of KSB equipment may result in the applicable sanctions.
- 4.4 [fax operator](#) Ensure that the fax machine is operated by the staff member who normally carries out this duty (secretary) and during normal working hours only.
- 4.5 [non-Kativik representatives](#) People other than employees or Board representatives are not permitted to make photocopies without prior approval from the Centre Director or Principal and by paying a fee of \$1.25 per sheet. This should be authorized only for people renting facilities of the Board or in the case of exceptional circumstances.

5. Final provisions and application of this directive

- 5.1 [other device](#) The Director General may authorize the reimbursement to an employee for the purchase or use of any other telecommunication device, when such device is necessary to facilitate the conduct of the school board business.
- 5.2 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 5.3 [responsibility](#) The Director of Material Resources Services is the person responsible for the application of this directive.