

Required
 Local
 Notice

USE OF BOCES-OWNED TELEPHONES

Land-Line Telephones

The BOCES provides land-line telephones in offices and classrooms to conduct official BOCES business. Incidental personal use is allowed.

Cellular Telephones

The BOCES Board recognizes that certain employees may be required to carry BOCES-owned cell phones in order to meet their job responsibilities.

All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cell phones are to be used for BOCES business purposes and anything other than incidental personal use is prohibited.

Adoption date: February 16, 2012