

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Telecommunication Services

Section: Support

Code: EGAC-AR

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All Bend-La Pine Schools sites will use approved phone, telecommunications and videoconferencing systems, and related lines/services, provided by the district. The IT department will be responsible, and the sole contact, for all voice and video communications services (terrestrial and mobile based) for Bend-La Pine Schools.

The IT department provides all standard communications hardware, extensions, phone numbers (DID's), paging/calling/dialing systems, SMS/texting systems and other communications services. Standard equipment and services are covered by the IT budget. Mobile services and non-standard services, including non-standard or misuse of Bend-La Pine systems, will be billed to the building/user.

The purchase or use of non-district telecommunications services or equipment is prohibited. All services and equipment will be coordinated, ordered and installed via the IT department. Telecommunications equipment (phones, etc.) shall not be moved or relocated without approval from the IT department.

Long distance is for official Bend-La Pine business only, and is tracked/logged. Personal use of long-distance is prohibited. Long distance codes may be required.

This Administrative Regulation is subject to all other Bend-La Pine Schools and IT policies and guidelines.