

## **140-04 TELEPHONE ACCEPTABLE USE—PROCEDURE**

### **1. PURPOSE**

Coconino Community College (CCC) provides access to local and long distance telephone service for all faculty and staff. College telephone systems are used to support the education and public service missions of the College. These resources are for the common good, and users, including students, faculty, staff, and administrators, agree to abide in all respects to institutional and external standards for their appropriate use, including applicable federal, state, and local laws.

### **2. PROCEDURE**

College telephone resources must be used for authorized purposes only.

The following are examples of authorized use of College telephone systems:

1. Conducting College business
2. Occasional personal local calls
3. Contacting emergency services

The following are examples of unauthorized use of College telephone systems:

1. Excessive personal telephone calls as determined by his/her supervisor, including long distance calls
2. Discussing information in violation of FERPA regulations
3. Making harassing, intimidating, obscene, or other unacceptable telephone calls
4. Installation of telephone modems not authorized by the College
5. Conducting business related to outside employment, business ownership or for personal gain, such as performing work for profit with College resources in a manner not authorized by the College
6. Using College telephone systems for non-sponsored CCC purposes, such as advertising products or promoting political candidates
7. Engaging in any other activity that does not comply with the general principles listed above
8. Calling unauthorized pay-per-call numbers
9. Accepting collect calls

Failure to follow these guidelines may result in disciplinary action up to and including termination (refer to Disciplinary Action Procedure 450-01).

### **3. BACKGROUND**

1. References: none
2. Revision history: 09/14/2011 (new)
3. Legal review: none
4. Sponsor: Information Technology Services

Adopted by College Council: 09/14/2011