



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Telecommunications Services **Regulation Code:** BA-1.4.2
Section: Business and Administrative Services **Policy Code Reference:** BA-1.4

Established: June 12, 2000

Revised or

Reviewed: March 29, 2005; October 29, 2009; January 20, 2014; September 10, 2018;
May 21, 2024

1. OBJECTIVE

It is the policy of the Board to provide telecommunication service in each Board site to facilitate necessary communication with the school community, administrative staff, and professional colleagues. Telecommunications services include public address systems, telephone systems and associated telephone services and cellular and mobile phone services.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

3. APPLICATION

This administrative regulation applies to all Board employees, trustees, students, parents/guardians, volunteers, visitors and community members who participate in or access any Board programs, activities, facilities, or services. It sets out the expectations and procedures for ensuring a safe, respectful, inclusive and equitable learning and working environment for all members of the KPR community. This regulation is aligned with the Board's strategic priorities, mission, vision and values, as well as the relevant legislation, policies and guidelines of the Ministry of Education and the Ontario Human Rights Code.

4. RESPONSIBILITY

Responsibilities have been outlined below and form the procedure herein.

5. PROCEDURE

- 5.1 The Superintendent of Business and Corporate Services, or designate, shall be responsible for payment of invoices for all communications services through the Information and Communications Technology yearly budget with the exception of cellular or mobile communications costs which will be the budget responsibility of each school board site.
- 5.2 The Executive Officer of Information and Communications Technology, or designate, will establish standards and install, manage all telecommunications services including public address systems, telephone systems, telecommunications services, cellular and mobile phone services, fax and others, and will be the sole contact between KPR and the telecommunications carriers.
- 5.3 The Board sites will be responsible for monitoring long distance calls and will have access to their individual bills in order to audit the charges. The Information and Communications Technology Department may periodically audit the department/school regarding the effective and appropriate use of their telecommunications services accountability.
- 5.4 The Information and Communications Technology Department will determine the telephone switch capacity and number of lines per site based on program need, student/staff population and call volumes.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-1.4, Information and Communications Technology](#)

Administrative Regulations:

[BA-1.4.1, Information/Instructional Technology Plan](#)

[BA-1.4.3, Technology Standards](#)

[BA-1.4.6, Staff Cell Phone Acceptable Use](#)

7. REFERENCE DOCUMENTS

Legislation:

[Municipal Freedom of Information and Protection of Privacy Act](#)