



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Telephone Service
CODE:	7013
DATE ADOPTED:	Oct 1991
DATE REVIEWED:	10/10; 11/10; 12/23
DATE AMENDED:	10/19; 01/24

The college telecommunication equipment and services, such as the telephone system and cellular phone services are for official college business purposes. Telephone services shall be evaluated on an annual basis and upgraded as needed to adequately handle the current and projected volume in order to improve service for students and members of the community served by the college.

Regarding use of the college-operated phone system, the on-campus telecommunications equipment, and the services provided through them:

Personal use for local or toll calls is not encouraged. Individuals may be asked to reimburse excessive charges for personal calls.

Requests to accept charges for third party calls shall not be accepted.

Collect calls will be accepted by the switchboard operators only after acceptance by an authorized person in the "receiving" department.

SWIC-provided connectivity to cellular wireless communications networks, such as for cell phones and cellular data services, may only be used for authorized SWIC-related work: Personal use is not encouraged. However, if necessary, calls will be monitored with reimbursement from the employee required if the cost is significant.

Personal telecommunication costs and expenses incurred by individuals' use of personally-owned telecommunications equipment or services for business purposes are the responsibility of the individual. These expenses may only be reimbursed as a departmental expense and with the approval of the supervisor. For example, the cost of using a personal cell phone to make a business-related call would not be reimbursable without approval.

All moves/adds/changes, repair and removal of telephone lines and equipment district wide are coordinated with the Systems Services Specialist in the Network Operations Center.