



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Policies on Telecommunications

**NUMBER:** BUL-1031.1

**ISSUER:** Shahryar Khazei  
Chief Information Officer

**ROUTING**  
Administrators

**POLICY:** The purpose of this bulletin is to establish policies for telecommunications on classroom safety, long-distance calling, placing international calls and replacement of local telephone directory.

**MAJOR CHANGES:** This bulletin has been revised to reflect procedural and organizational changes. This bulletin replaces Bulletin BUL-1031 dated June 1, 2004.

**DATE:** July 20, 2018

**GUIDELINES:** **I. CLASSROOM SAFETY**

California Education Code, Section 17077.10 requires a telephone to be provided to the classroom in new construction school facilities or those that are being modernized when state funding is being used. This same code requires the classrooms to be able to dial out directly to 911. To accomplish this, generally, phone service will be provided to the classroom when new public-address/inter-communications (PA/Intercom) systems are installed and interfaced with the school’s telephone switch. The system will be programmed to allow direct dialing to 911 from every classroom.

Individual schools will need to monitor use of telephones in the classroom to prevent false emergency calls and provide security for the telephone equipment in the classrooms. All classroom telephones, by default, will be programmed to allow calls only to and from other school extensions, the school’s Main Office, and directly to 911.

**II. LONG-DISTANCE AND DIRECTORY INFORMATION CALLING**

Long-distance service will be available to the greater Los Angeles metropolitan area for all telephone and fax lines. All toll-free area codes will also be included. Long-distance access codes such as 10-10-xxx, as well as “0” for the operator and information calls such as 411 will not be allowed.

**III. PROCEDURES FOR LONG-DISTANCE EXCEPTIONS**

If employees at a school or office require calling access to specific long-



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distance area codes on a routine basis for District business, exceptions will be granted with the authorization of the School Principal or Site Administrator.

- Complete Attachment A, indicating the extension or telephone number needing the exception, the area codes required, and the reason for the request. Include the name of the person requesting the access, and the name and signature of the requestor's supervisor.
- Scan Attachment A so that you can attach it to your request. (Note the location on your computer where you have saved this file.)
- Point your browser to: <http://lausd-myit.onbmc.com>
- Select *Request Telecom Support & Services*.
- Complete the information on the screen.
- Select *Attach a file to this request*.
- Select the signed scanned Attachment A from your computer.
- Select *Open*.
- Select *Submit*.

## **ASSISTANCE:**

For assistance contact the IT Helpdesk. Contact options may be found at <http://helpdesk.lausd.net> or call 213-241-5200.

For further information about this policy, contact Themistocles Sparangis, Ed.D., Senior Director, Information Technology, IT Customer Services at [themy.sparangis@lausd.net](mailto:themy.sparangis@lausd.net) or 213-241-1223.