

AP 1203: Use of Personal Devices for District Work

1. Do I use my personal cell phone to make calls to families?

1.1. If you have a School District No. 8 (Kootenay Lake) cell phone, please continue to use this phone for communication purposes.

1.2. If you do not have a school district cell phone, you may choose to use a personal phone, but cannot hold the district liable for costs or damages without prior agreement. You may want to consider blocking your personal number BEFORE making calls.

2. How do I block my number from showing up when I call someone?

From a landline: Dial *67 before dialing a phone number will disable the caller ID function of the person you are calling.

From an iPhone: Settings > Phone > Show my Caller ID > Disable

From an Android: Open the Phone App > Menu > Settings > Call Settings > Additional Settings > Caller ID > Hide Number

3. I would prefer not to use my personal phone so how do I connect with families?

All staff have access to District devices. You can use the platform like “**Google Hangouts**” to initiate a phone call from your laptop to a cell phone or landline. The other person does not need to be on the app for it to work. You can view the tutorial (**listed below**) if you are not familiar with this platform. All you need to do is sign in to google hangouts using your **sd8net** credentials.

4. Can I use my personal computer to do my work-related tasks?

Please use your School District 8 - Kootenay Lake device for work related tasks. If you do not have a School District 8 - Kootenay Lake device, please contact your Principal.

Link to:

- [Google Hangouts](#)
- [Google Hangouts Tutorial](#)