



Policy Title LTC Cell Phone Policy	Effective Date 04/01/2006	Policy Number IN-127
Responsible College Division/Department Information Technology	Responsible College Manager Title Director of Information Technology	
Policy Statement For staff needing phone services while off-campus for a short period of time (<3 months), check-out phones and LTC calling cards are available.		
Reason for Policy To facilitate a cell phone policy at LTC that is cost effective, ensures the appropriate use of LTC resources and maximizes productivity and benefit for the college.		
Cross References and Legal Review Reviewed/Revised: 3/25/13 Legal Counsel Review and Approval: Board Policy: III.B. People Treatment, III.D. Budgeting/Forecasting, III.E. Financial Condition		
Definitions		