

connect the dots

EMAIL, PAGER and PROTOCOL POLICY

LAUSD Email Accounts

The ability to connect with one another is critical in a program that serves multiple sites. To ensure consistent and reliable communication throughout the DOTS program, each employee is required to have a LAUSDnet email account. Emails may be accessed with an authorized user name and password by logging on to <http://www.lausd.net>.

District emails need to be checked every business day. However, for daily communication and immediate response, we still will continue to rely on pagers and telephones.

Pagers

All staff are required to carry and maintain an issued pager. The pagers should remain operational during work hours.

Pager Distribution

- Transition Coordinators will distribute pagers to appropriate staff members.
- Pager instruction manual will be provided as needed. Notify the Transition Coordinator if an instruction manual is needed.
- Lost or stolen pagers must be reported to the DOTS office immediately. A \$25.00 cancellation fee is charged to staff in the case of lost or stolen pagers.
- Staff must return pagers prior to leaving the DOTS program.

Pager Etiquette:

- Pagers must remain on during working hours and be readily accessible.
- As a courtesy to teachers and students, pagers should be set to vibrate when visiting classrooms or attending meetings.
- Always include the area code when paging, and extension if necessary. For ease of readability, use the * (asterisk) button on the phone to separate numbers. It is easier to read 1 310 454 0661 4550 than 131045406614550. (Note the spaces between area code and extension).

Pager Responsibility

- Maintain in proper operating condition.
- Replace batteries as needed.
- Notify Transition Coordinator of a forgotten, misplaced, or broken pager by 8 a.m. on the first day of event.
- Return pages in a timely manner.