



These cellular phones are supplied to school sites by MONTGOMERY COUNTY PUBLIC SCHOOLS through the Office of Strategic Technologies and Accountability. They are intended to be used for emergency purposes. Please keep them charged at all times.

Telecommunications Services
Office of Strategic Technologies and
Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS

Revised 2005

EMERGENCY



CELLULAR TELEPHONES

DIRECTIONS for USE

Office of Strategic
Technologies and
Accountability

Department of School
Safety and Security



The cellular wireless phone you received is a digital service phone activated through Cingular Wireless Communications. It consists of:

- Telephone with Activation
- A charging adapter
- Directions for use

MCPS annually inventories and checks the phones during the summer. Service interruptions during the school year should be directly reported to Cingular Wireless.

USE:

These cellular phones are for emergency use only. Each site is issued one for the administrative offices as well as each relocatable classroom.

A primary function of each phone is to provide a communication link during those times when an outside rapid response is critical to the health and safety of the students.

It is essential that these phones be readily available, fully charged and placed in a secure location. They should be tested periodically to make sure that they are ready for use should the occasion arise. Please check for incoming as well as outgoing call capability. This should not take more than 1-2 minutes per test.

BILLING:

Cingular Wireless sends monthly service invoices directly to Telecommunications Services for review. Schools will not receive copies of the invoices unless the billings show abnormal usage. Schools will be invoiced for any non-emergency use of the phones.

MCPS provides cellular phones

to the administration of each school for emergency use by the teachers assigned in relocatable classrooms.

Utilization of these phones focuses on emergency communications such as contacting 911, evacuation of the building, or high risk behavior. Teacher use of the phones should be limited to situations that endanger the health and safety of students or staff.

School administrations are encouraged to routinely verify that the phones are charged functional and accessible.

Please report any missing (lost or stolen) phones:

- File a Police Report
 - through MCPS Security
 - Call TSU for a Replacement
- For non-functioning phones, please contact Ms. Veronica Gomez at Cingular Wireless 301.586.4042

